

# WARREN TOWNSHIP SCHOOLS

## Custodian

**Reports To:** Building Administrator, Director of Operations, Head Custodian, and Head Night Custodian (if applicable)

**Qualifications:** See below

**Supervises:** NA

**Basic Function:** To provide a safe, clean and secure school environment

### **QUALIFICATIONS - INCLUDE, BUT ARE NOT LIMITED TO:**

- A. Possession of a Black Seal license.
- B. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous waste materials.
- C. Physical qualifications are as follows:
  - 1. Ability to lift, push, pull, and carry up to 50 pounds.
  - 2. Appropriate manual dexterity for the use of a variety of hand tools and power tools to complete assigned tasks.
  - 3. Ability to squat/bend down to floor height for lifting of objects or to perform tasks.
  - 4. Ability to reach overhead in performance of completing assigned work orders.
  - 5. Ability to stand for a long period of time on a daily basis.
  - 6. Ability to walk on a frequent basis around the schools.
  - 7. Ability to walk in areas of wet or uneven terrain in performance of assigned tasks.
  - 8. Ability to balance unilaterally while reaching to perform assigned duties.
  - 9. Ability to maintain one's balance when using ladders to access lights, windows, ceilings or roofs.

### **PERFORMANCE RESPONSIBILITIES – INCLUDE, BUT ARE NOT LIMITED TO:**

- A. Opens and/or closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- B. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
- C. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure efficient use of fuel, water, and electricity.
- D. Checks daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
- E. Displays the U.S. flag during school hours on days when school is in session.
- F. Maintains and cleans building and facilities as assigned.
- G. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways, and parking areas as necessary.
- H. Obeys all fire/safety and environmental laws and regulations relating to the operation of the plant.
- I. Keeps the grounds free from rubbish and debris.
- J. Moves supplies, furniture or equipment within the building as required for various activities as directed by the head custodian or Principal.

- K. Complies with all laws and procedures for the storage and disposal of trash, waste, hazardous waste and debris.
- L. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major needs for repair promptly to the head custodian. Change light bulbs as required.
- M. Assists maintenance personnel, as requested.
- N. Sets up or dismantles furniture, portable instructional materials and supplies.
- O. Other duties as assigned for the efficient operation of the school district to increase the effectiveness and reduce costs to the ultimate benefit of the educational program.

*Employment will be dependent on successful completion of a criminal background check as mandated by N.J.S.A. 18A:6-7.1. Additionally, and in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Permanent teaching staff members are further required to meet the citizenship standards set forth in N.J.S.A. 18A:26-1.*

1/92  
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