

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **CUSTODIAN**

QUALIFICATIONS:

1. Must possess a high school diploma or equivalent.
2. Satisfactory physical condition so as to be able to perform manual tasks related to responsibilities.
3. Ability to read, write and follow written and oral instructions.
4. Ability to exhibit initiative and good judgment.
5. Ability to establish and maintain working relations with Head Custodian, teaching staff, and administrators.
6. Ability to follow district safety and environmental practices.
7. Must possess a valid Black Seal License.

REPORTS TO: Principal

JOB GOALS: To insure that facilities are maintained in a safe and professional manner.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat, clean, and safe at all times.
2. Regulates heat, ventilation, and air conditioning systems where necessary to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps, as appropriate.
4. Checks to insure that all exit doors and all panic bolts are working properly during the hours of building occupancy.
5. Sweeps classrooms, dusts furniture, and cleans corridors after school each day, and sweeps corridors during the day when their condition requires it.
6. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily according to prescribed procedures and policies.
7. Unloads, stores, and distributes supplies and materials.

PERFORMNACE RESPONSIBILITIES – (CONTINUED)

8. Washes all windows on both the inside and outside at least once a year and more frequently if necessary.
9. Keeps all floors in a clean and attractive condition and in a good state of preservation.
10. Cleans all white or chalk boards every day.
11. Makes such minor building repairs as capable of and promptly reports needed major repairs to the Head Custodian.
12. Reports immediately to the Head Custodian all damage to school property.
13. Assumes responsibility for the opening and closing of the building each school day and for determining that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
14. Performs general maintenance, upkeep and repair including servicing of equipment.
15. Moves furniture or equipment within buildings as required for various activities and as directed by the Head Custodian or principal.
16. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
17. Shall perform any other related duties as assigned by the Head Custodian or building administrator.

TERMS OF EMPLOYMENT:

This is a 12 month position with compensation being determined in accordance with the appropriate negotiated agreement.

EVALUATION:

Performance of this position will be evaluated in accordance with state law and provisions of the board's policy on evaluation.

APPROVED:

September 27, 2012