

**Job Description**  
**BOARD OF EDUCATION**  
**DENVILLE**

**TITLE:** CUSTODIAN

**QUALIFICATIONS:**

1. Black Seal License
2. Minimum experience as determined by the board
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Ability to read, write and communicate effectively
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Head Custodian/Principal

**JOB GOAL:** To provide a safe, clean and comfortable school environment.

**PERFORMANCE RESPONSIBILITIES:**

1. Opens/closes the building each day as required. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Displays the U.S. flag during school hours on days when school is in session.
6. Cleans and dusts classrooms, offices, library and faculty room daily as per their designated assigned areas; empties waste baskets in these areas.
7. Cleans corridors after each school day, and during the day when their condition requires it.

8. **Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.**
9. **Cleans and sanitizes all drinking fountains daily.**
10. **Cleans cafeteria dining areas after use as required.**
11. **Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.**
12. **Obeys all fire/safety and environmental laws and regulations relating to the plant operation.**
13. **Keeps the grounds free from rubbish and debris.**
14. **Cleans assigned chalkboards daily.**
15. **Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.**
16. **Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.**
17. **Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.**
18. **Cleans all windows on both the inside and outside as scheduled.**
19. **Keeps all floors in a clean and attractive condition and in a good state of preservation.**
20. **Performs related duties as assigned.**

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

**APPROVED:** June 1, 2009