

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Custodian
- REPORTS TO:** Head Custodian/Principal/Supervisor
- QUALIFICATIONS:** Ability to read, write and communicate effectively
High school diploma or equivalent training
Black Seal License
Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation
Good physical health and ability to perform assigned tasks
Previous custodial experience preferred
Required criminal background check and proof of US citizenship or legal resident status
- JOB GOAL:** To provide a safe, clean and comfortable school/office environment

PERFORMANCE RESPONSIBILITIES:

1. Opens/closes the building each day; determines, before leaving that all doors and windows are secured and all lights, except those left on for security 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 unchained and all panic bars are working properly during the hours of building occupancy.
5. Displays US flag during school hours on days when school is in session.
6. Cleans and dusts classrooms, offices, cafeteria dining areas after use, library and faculty room, locker areas and lavatories as assigned on a daily basis; 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, drinking fountains and floors daily, and replenishes soap and paper supplies as needed.

Custodian (continued)

9. Shovels, plows and sweeps sidewalks, steps, driveways and parking areas as necessary.
10. Obeys all fire/safety and environmental laws and regulations relating to plant operation.
11. Keeps grounds free of rubbish and debris.
12. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
13. Complies with all procedures for the storage and disposal of trash, waste and debris.
14. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
15. Cleans all windows on both the inside and outside as scheduled.
16. Keeps floors in a clean and attractive condition.
17. Performs grounds keeping chores including grass cutting, weeding, shrub trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.
18. Performs custodian functions as identified on the schedule of custodian responsibilities.
19. Provides assistance on an as needed basis for the school lunch program.
20. Performs such other duties as may be assigned.

2/09

Approved: May 12, 2009

JD/Maintenance