

**GREAT MEADOWS REGIONAL  
BOARD OF EDUCATION**

# **JOB DESCRIPTION**

**TITLE: DAYTIME CUSTODIAN**

**QUALIFICATIONS:** - High School Diploma or G.E.D.

Ability to obtain Black Seal License.

Working knowledge of all custodial and maintenance responsibilities.

Ability to work well and cooperate with a working team.

Excellent physical condition with ability to lift, climb, bend, reach, beyond domestic limits.

Required criminal history background check

New Jersey residency required

**REPORTS TO:** Supervisor of Buildings and Grounds

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps the classrooms, offices, building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Operates heat, ventilation, air exchange systems to provide appropriate temperatures for all seasons to ensure economical and efficient use of fuel, water, and electricity.
3. Checks daily, that all exit doors, security measures, alarm systems, before locking the building.

4. Cleans, mops, wipes, dusts, sweeps, vacuums, polishes, washes, and empties trash of offices, classrooms, instructional areas, cafeteria, and all other rooms in the school and assists other work crews or vendors in these tasks.
5. Sanitizes and cleans all bathrooms, wash facilities, nurse suite, drinking fountains, and other health related areas, daily.
6. Shovels, rakes, brooms, brushes, manicures, cultivates, sweeps all grounds, sidewalks, walkways, par-king lots, and thoroughfares for the safety and proper use of those areas.
7. Moves, delivers, assembles, and cleans the school furniture and equipment within the building as required for various activities as directed by the Head Custodian, or Director of Plants and Facilities.
8. Conducts all ongoing facility, custodial and maintenance plans for the district.
9. Complies with all laws, regulations, and codes in regards to trash removal, removal of hazardous material, storage of such, volatile chemicals, and dangerous substances.
10. Obeys and enforces all fire, safety, discipline, procedural, environmental, and compliance codes and regulations that govern the safe and efficient operation of the school.
11. Ability to lift up to 50 lbs.
12. Performs other related duties and responsibilities as directed by the, Director of Plants And Facilities or the school principal to include:

Minor electrical work/repair.  
Minor plumbing work/repairs.  
Minor carpentry work.

**TERMS OF EMPLOYMENT** : Twelve month continued employment

**EVALUATION:** Performance of this job will be evaluated in accordance with state law and the Provisions of Board policy and completed annually by the Supervisor of Building & Grounds.

Revised: Dec. 17, 2019

Employee Signature