

# WARREN HILLS REGIONAL

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**TITLE: CUSTODIAN**

**QUALIFICATIONS:**

1. Black Seal License
  - a. Custodial staff hired after March 1, 2021 are strongly encouraged but not required to attain their black seal license.
  - b. Custodial staff who pursue their Black Seal License will be reimbursed by the district for the cost of the first Black Seal License test. Additional licensing test costs will be incurred by the employee.
  - c. Custodial staff hired prior to March 1, 2021 are grandfathered under the requirement for black seal licensing.
2. A general knowledge of cleaning methods, the proper use of cleaning equipment and the safe handling of hazardous materials.
3. Good health, moral character and the physical ability to handle all aspects of the job requirements.
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.
6. Available to work all shifts, at all district locations.
7. Available to occasionally work weekends and Special Events if needed.
8. Available to report to work during inclement weather to prepare buildings for daily operations.

**REPORTS TO:** Head Custodian/Director of Buildings & Grounds/Building Administration

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

**PERFORMANCE RESPONSIBILITIES:**

Building Security

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 safety reasons, are turned off.

Building Maintenance

1. Keeps building and premises, including sidewalks, driveways, and associated areas neat and clean at all times.
2. Cleans and dusts all areas assigned and empties all trash/recycling receptacles on a daily basis.
3. Cleans corridors after each school day, and during the day when their condition requires it.
4. Cleans and sanitizes bathroom and locker room fixtures and floors daily, and replenishes paper and soap supplies as needed.
5. Cleans and sanitizes all drinking fountains daily.
6. Change/replace light bulbs and batteries.
7. Reports safety/maintenance concerns to the night supervisor or head custodian.
8. Cleans cafeteria dining areas during and after use.
9. Obeys all fire/safety and environmental laws and regulations relating to the building operation.
10. Moves furniture, equipment or supplies within the building as required for various activities and as directed

by the head custodian or building administration.

11. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
12. Participates in an ongoing program of general maintenance, upkeep and minor repairs and reporting major repair needs promptly to the head custodian.
13. Cleans all windows on both the inside and outside as required.
14. Keeps all floors in a clean and attractive condition at all times.
15. To assist with all phases of summer maintenance and cleaning work.

#### Special Events

1. Turn on lights and ensures that area is ready for use (doors locked, restrooms clean, etc.).
2. Assists in setting up and removing tables, chairs, equipment, bleachers, mats, etc.
3. Cleans and inspects locker rooms and the areas occupied after the event has completed.
4. Secure areas of the building not associated with the event.
5. Report immediate concerns to the event supervisor and advise the head custodian when appropriate.
6. Ensure that the building is secure, with the lights out and the alarm set before leaving.

#### Grounds maintenance

1. Keeps the grounds free from trash and debris.
2. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
3. Performs grounds maintenance around building when requested by head custodian or building administration.

#### Other

1. Maintains a neat and presentable appearance (long pants without holes, shirts with sleeves and appropriate shoes).
2. Displays ID badge at all times.
3. Performs other duties which may be within the scope of employment as assigned by the Superintendent or designee.

#### **TERMS OF EMPLOYMENT:**

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

#### **ANNUAL EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

#### **LEGAL REFERENCES:**

N.J.S.A. 13:1E-99.11  
through 99.39  
N.J.S.A. 13:1F-19

Mandatory statewide source separation and recycling of solid waste.  
School Integrated Pest Management Act

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|-----------------------------------|---|
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record                               |
| <u>N.J.S.A. 18A:16-1</u>          | Officers and employees                                |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                    |
| <u>N.J.S.A. 18A:17-3</u>          | Tenure of janitorial employees                        |
| <u>N.J.S.A. 18A:17-41</u>         | Rules and regulations governing janitorial employees  |
| <u>N.J.S.A. 18A:36-3</u>          | Display of flag                                       |
| <u>N.J.S.A. 18A:41-1</u>          | Fire drills   |
| <u>N.J.S.A. 18A:41-2</u>          | Fire and smoke doors closed                           |
| <u>N.J.S.A. 34:5A-1 et seq.</u>   | N.J. Worker and Community Right to Know Act           |
| <u>N.J.S.A. 34:7-1</u>            | License necessary                                     |
| <u>N.J.A.C. 5:11-8.5</u>          | Licensing of operating engineers and boiler operators |
| <u>N.J.A.C. 6A:26</u>             | Educational facilities                                |
| <u>See particularly:</u>          |   |
| <u>N.J.A.C. 6A:26-12</u>          | Operations and maintenance of facilities              |
| <u>N.J.A.C. 6A:26A</u>            | Comprehensive maintenance plans                       |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                 |
| <u>N.J.A.C. 7:26A-1.1 et seq.</u> | Source separation and recycling of solid waste        |
| <u>N.J.A.C. 12:100-4.2</u>        | Adoption by reference                                 |

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Adopted: March 2, 2021