

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Custodian**

### **QUALIFICATIONS:**

1. Certification of good health signed by a licensed physician
2. Black Seal Low Pressure Boiler Operator License or eligibility to apply
3. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities
4. Such other qualifications as may be specified

**REPORTS TO:** Head Custodian/Building Principal

### **RESPONSIBILITIES:**

1. Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times
2. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity
3. Shovel, plow, and/or sand walks, driveways, parking areas, and steps, as appropriate
4. Check daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
5. Raise the United States flag at or before 8:00 a.m. on each school day and lower it at or after 3:30 p.m.
6. Sweep classrooms daily and dust furniture
7. Clean corridors after school each day and during the day when their condition requires it
8. Scrub, hose down, and disinfect toilet floors daily and clean all sanitary fixtures and drinking fountains daily
9. Wash all windows on both the inside and outside at least twice each year and more frequently if necessary
10. Keep all floors in a clean and attractive condition and in good state of preservation
11. Make such minor building repairs as he/she is capable of completing
12. Report major repairs needed promptly to the principal

13. Maintain, on a regular schedule, all motors and other mechanical equipment requiring scheduled servicing
14. Report immediately to the principal any damage to school property
15. Remain on the school premises during school hours, and during non-school hours when the use of the building has been authorized and attendance is required by the principal or Supervisor of Maintenance and Operations
16. Assume responsibility for the opening and closing of the building each school day and for determining before leaving that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off
17. Conduct an ongoing program of general maintenance, upkeep and repair
18. Move furniture or equipment within buildings, as required for various activities and as directed by the principal
19. Perform other assigned tasks as established by the head custodian, building principal, or Supervisor of Maintenance and Operations