



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: CUSTODIAN

QUALIFICATIONS:

- A. High School Diploma or equivalent, with the ability to follow oral & written directions end/or instructions.
- B. One year prior custodial experience,
- C. Black Seal Boiler License required or the ability end commitment to obtain one with in one year
- D. Knowledge of the basic principles of cleaning, safety and security.
- E. Be able to operate all types of housekeeping equipment.
- F. Be able to work with all types of housekeeping chemicals.
- G. Must he flexible and be able to change scheduled shift assignments, or work overtime as required by the school district needs.
- H. Be able to perform manual tasks requiring moderate physical strength to accomplish the duties and responsibilities noted below in Section IV. Also climbing and working on roofs from ladders lifts and scaffolding and in confined areas such as crawl spaces.
- I. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

PRIMARY FUNCTION: To provide the school district with a physical environment that is safe, clean, attractive, pleasant, and functions smoothly. And to accommodate the needs of the academic activities, sports activities, community and non-community functions as regulated by the school district administration

REPORTS TO: Lead Custodian

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Dusts and waxes furniture, dusts walls and equipment,
- B. Sweeps floors,



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- C. Dust mop and wet mop floors,
- D. Cleans stairwells.
- E. Scrub & buff floors using floor machinery.
- F. Vacuum and extract carpets.
- G. Wash windows - inside and outside.
- H. Move furniture and equipment.
- I. Set up or dismantle furniture, portable instructional material and supplies.
- J. Remove any debris from the exterior of the building.
- K. Keep waste baskets empty and clean.
- L. Change light bulbs as required in the interior or the exterior of the building as required.
- M. Keep custodian carts and closets neat and clean and stocked with the proper supplies
- N. Receive and check in all custodian supply deliveries
- O. Responsible for the cleanliness of restrooms and locker rooms.
- P. Clean and disinfect water fountains on a daily basis.
- Q. Clean all chalkboards.
- R. Assume responsibility for the opening and closing of the school and that all windows and doors are secure.
- S. Be able to climb ladders when necessary.

- T. Shoves snow when needed and/or operate snow removal equipment, as qualified.
- U. Occasional interior and exterior painting.



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- V. Occasionally help out with the grounds crew, as qualified.
- W. Be able to work alone without close supervision.
- X. A reasonable amount of overtime is required when needed.
- Y. All other duties that are assigned to you by the lead custodian.
- Z. Take directions (supervision) in a courteous manner from other Department Management, Principals, HAS, Superintendents, City Officials, etc. Should any questions about your responsibilities in this area arise, immediately contact your supervisor or Director of Building & Grounds.
- AA. Maintain harmonious and cooperative working relationships.
- BB. Occasionally work outdoors as clean—up activities warrant.
- CC. Analyze and scope Job assignments in advance for equipment, supplies and manpower needs.
- DD. Shall perform any other reasonable duties as assigned by the Custodial Supervisor, Director of Buildings & Grounds, Superintendent of Schools and School Principals (especially safety & functional emergency situations) .

BENEFITS: Benefits are available to full time employees per the negotiated contract.

BOE Approved Date:
BOE Review Date: