

# MONMOUTH REGIONAL HIGH SCHOOL

**TITLE**                      **GENERAL CUSTODIAN**

**Reports to:**                Supervisor of Building & Grounds and the Business Administrator

**Nature and Scope of the Job:**

Cleans facilities and grounds and performs simple repairs to provide a safe, attractive and clean environment for learning.

**Qualifications:**

The General Custodian shall:

1. Demonstrate the ability to communicate effectively in English, at least at an eighth grade level, using proper grammar and vocabulary.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
3. Hold a Black Seal License (optional).
4. Hold a valid driver's license with no serious violations.
5. Have a minimum of one year of previous work related experience.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that displays interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**Employment Terms:**

The General Custodian shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**Job Functions and Responsibilities:**

The General Custodian shall:

1. Follow work schedules and temporary work schedules assigned by the Supervisor of Building & Grounds and the Business Administrator.
2. Keep assigned areas of the buildings and grounds, (including sidewalks, driveways, and play areas) neat, clean, and safe, completing the tasks outlined in the Custodial Services Plan for the building. Scrub, clean, and disinfect daily all assigned drinking fountains, bathroom floors, and sanitary fixtures. Wash

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- windows and clean shades and blinds on an established and regular schedule.  
Keep all floors clean.
3. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
  4. Clean up body fluids from a sick or injured person, following prescribed procedures.
  5. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
  6. Check the security of the building on a regular basis and ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied.
  7. Remove graffiti immediately.
  8. Report immediately any damage, vandalism, or theft of equipment.
  9. Remain on school premises during assigned hours, unless assigned to another site.
  10. Remove trash daily and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.
  11. Maintain an adequate supply of cleaning chemicals, requesting replacements in a timely fashion. Store supplies and chemicals in a safe and approved manner.
  12. Move furniture, equipment, supplies, and deliveries as required and requested.
  13. Report needed repairs promptly.
  14. Perform specialized cleaning of facilities during the summer months or when school is not in session.
  15. Participate in safety and Right To Know training.
  16. Maintain in safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities.
  17. Make recommendations for improvement in the effectiveness and efficiency of custodial operations of the school.
  18. Attend required meetings and serve on staff committees, as appropriate.
  19. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
  20. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations.
  21. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
  22. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
  23. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
  24. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
  25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

