

Glassboro School District
Job Description

TITLE: Custodian/Night Foreman

REPORTS TO: Supervisor of Building and Grounds

POSITION GOALS:

The school custodian plays an essential role in maintaining the building and physical plant, and supporting a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the school custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The school custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature.

MINIMUM REQUIREMENTS:

- Low Pressure Black Seal Boilers License Preferred
- Building Cleaning & Minor Maintenance Experience Preferred
- Ability to Lift 60 lbs. or more as needed
- Successful completion of Criminal History and Fingerprinting Process Required

MAJOR DUTIES/RESPONSIBILITIES:

(Depending on specific assignment, duties and responsibilities listed may include, but are not limited to the following):

- Coordinating tasks for the day of custodians
- Monitor schedules for workers
- Oversee quality of the work
- Report the progress of work to superiors.
- Inspects, analyzes and determine cleaning work to be done and materials required.
- Assigns other work to custodians in the absence of an employee.
- Ensure the building needs are met for any school related activities or outside functions.
- Night Foreman must communicate with daytime custodian regarding any changes or concerns with the building.

Cleaning Functions:

- Sweep, mop, vacuum, scrub, and refinish floors; clean, dust and polish furniture; wash windows and walls; clean restrooms; dispose of rubbish, change lights, etc.; make certain

all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.

- Pick up litter within the schools and on school grounds.
- Assure safety during inclement weather to including shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, remove debris from down spouts when clogged, etc.
- Applies cleaning chemicals according to established safety procedures.
- Adheres to safety measures for cleaning, lifting, moving, and operating equipment.
- Performs minor repair and maintenance as authorized by district maintenance staff.
- Removes extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc.).
- Advise building principal/Maintenance Department on matters relating to mechanical equipment and/or building maintenance.
- Performs minor painting to walls, rails, playgrounds and other areas of the school.
- Keeps all equipment in a good state of repair and cleanliness.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS OF THE POSITION:

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.
- Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the workday standing, lifting, and walking.
- Ability to lift to 60 pounds and move heavier materials using appropriate equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to use properly use such safety equipment as is appropriate to the work to prevent injury to self or others.
- Ability to communicate in person, by radio, electronically and over the phone.

- The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during their duties.
- Performs other duties as assigned by the Supervisor of Building and Grounds.

TERMS OF EMPLOYMENT:

Twelve-month year. Salary and work year to be established by the Board of Education.