

HAMILTON TOWNSHIP SCHOOL DISTRICT

Business Operations

**POSITION CODE: 9400
NONCERTIFIED**

TITLE: CUSTODIAN / COURIER

QUALIFICATIONS:

1. High school diploma or equivalent
2. Ability to read, write and communicate effectively in the English language
3. Minimum experience as determined by the board
4. Ability to work with cleaning equipment, scrubbing machines, burnishers, floor machines/extractors, and any other equipment that becomes available in the future.
5. Satisfactory physical condition as to perform manual tasks, including, but not limited to, the ability to lift 50 lbs. to the height of a tabletop, climb ladders and work from ladders and lifts.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Lead Custodian / Supervisor of Custodians

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

PERFORMANCE RESPONSIBILITIES:

Courier

1. Delivers mail and packages between schools as directed.
2. Delivers packages to classrooms and/or offices as directed.
3. Transports food deliveries between buildings as directed.
4. Pickup and deliver post office mail.
5. Deliver board packets as directed.
6. Keeps the delivery truck clean.
7. Report all safety and mechanical problems of the delivery truck to the supervisor.
8. Assist in the receiving, checking in, and delivery of packages at the receiving dock.
9. Ensures all bank deposits are logged with the Business Office and transports all deposits to the bank daily.

Custodial

1. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Cleans and dusts all rooms including, classrooms, multi-purpose rooms, kitchen, cafeterias, offices, library, locker rooms, gyms, auditoriums, and faculty rooms daily in the following manner:
 - a. Empties all waste and recycling receptacles and wipes them clean. Plastic liners must be used at all times and be replaced as needed. All waste and recycling must be placed in dumpsters. No trash or recycling will be left in the buildings.
 - b. Wash all blackboard / whiteboards, and chalk trays daily.
 - c. Wash all classroom desks, tables and chairs with disinfectant cleaning solution, ensuring the

HAMILTON TOWNSHIP SCHOOL DISTRICT

CUSTODIAN / COURIER (continued)

- removal of all pencil, ink and marker marks.
 - d. Spot clean walls.
 - e. Wash all doors containing glass. Remove marks from doors and door frames.
 - f. Dust mop all floors with a clean treated dust mop.
 - g. Vacuum all carpeted areas in classrooms, offices, and corridors.
 - h. Wet mop with a clean mop head and disinfecting cleaner all classrooms, lounges, corridors, hallways, multipurpose rooms, kitchens and cafeterias.
 - i. Clean building entrances including door glass, entrance mats and trash cans.
 - j. Clean and Polish all bright metal work.
 - k. Maintain a high gloss non-slip finish on all tile and/or terrazzo floors in the corridors, classrooms, cafeterias, and entrance areas by wet mopping and high speed buffing.
 - l. Clean and sanitize all drinking fountains.
 - m. Dust all desks, shelves, filing cabinets, etc in all classrooms, lounges, and workrooms.
 - n. Remove all markings from floors and furniture.
 - o. Scrub clean with disinfectant cleaner all bathroom floors. Keep toilet partitions and doors clean and spot free.
 - p. Clean toilets, urinals, sinks and service sinks with a safe antiseptic and deodorant bowl cleaner.
 - q. Clean and polish all bathroom metal and mirrors.
 - r. Clean and fill all soap, disinfectant, towels, and toilet paper dispensers.
 - s. Close and lock all windows and doors. After cleaning is completed, draw all blinds and turn off all lights.
 - t. Clean and sanitize kitchen sinks, daily. Wipe exterior surface of walk in boxes, refrigerators, stoves, countertops and mats.
 - u. Clean and disinfect cafeteria tables and chairs or seats.
 - v. Dust mop gym with a clean treated mop. Wet mop gym area with a cleaner made for that specific floor type.
 - w. Cleans up after sick children, as needed.
3. On a weekly basis:
- a. Primes all floor drains.
 - b. Dusts all return grills in all locations.
 - c. High dusting of all areas.
 - d. Washes all trash / recycling containers inside and out.
 - e. Cleans refrigerator, microwave, and cabinets in staff/faculty lounge areas.
4. Shovels, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
5. Executes environmental accommodations related to student health and safety and implements specific cleaning directions and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
6. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
7. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.

HAMILTON TOWNSHIP SCHOOL DISTRICT

CUSTODIAN / COURIER (continued)

8. Assists other custodial staff with their assignments when practical.
9. Assumes summer maintenance and custodial duties when appropriate including scrubbing floors.
10. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
11. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the Lead Custodian.
12. Cleans all windows on both the inside and outside as scheduled.
13. Keeps all floors in a clean and attractive condition and in a good state of preservation.

Other

1. Maintains regular attendance so as to ensure completion of job responsibilities.
2. May be required to wear a standard uniform selected by the district for security purposes.
3. Performs related duties as assigned.

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.

Approved by: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 13:1E-99.11 through 99.39	Solid waste management
<u>N.J.S.A.</u> 13:1F-19	School Integrated Pest Management Act
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-3, -4	Tenure of janitorial employees
<u>N.J.S.A.</u> 18A:17-41	Rules and regulations governing janitorial employees
<u>N.J.S.A.</u> 18A:41-2	Fire and smoke doors closed
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A.</u> 34:7-1	License necessary
<u>N.J.A.C.</u> 6A:26	Educational facilities
See particularly: <u>N.J.A.C.</u> 6A:26-12.1	Facilities maintenance requirements
<u>N.J.A.C.</u> 6A:26-20.1 <u>et seq.</u>	Comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 7:26A-1.1 <u>et seq.</u>	Recycling rules
<u>N.J.A.C.</u> 8:59-1 <u>et seq.</u>	N. J. Worker and Community Right to Know Act

HAMILTON TOWNSHIP SCHOOL DISTRICT

CUSTODIAN / COURIER (continued)

N.J.A.C. 12:90-8.1 et seq. Licensing of operating engineers and boiler operators
N.J.A.C. 12:100-4.2 Adoption by reference

Bloodborne Pathogen Standard, 29 CFR 1910.1030

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