

**TITLE: CUSTODIAN / BUS DRIVER**

**QUALIFICATIONS:** The Custodian shall have general knowledge of cleaning and sanitary methods, materials, tools and equipment. He or she shall possess physical strength, stamina and endurance.

Must possess New Jersey Bus Drivers license, which would include S1 and S2 licenses.

**REPORTS TO:** Superintendent of Schools, Business Administrator and Principals.

**TERMS:** 12 Months

**RESPONSIBILITIES INCLUDE:**

- A. Open school and participate in daily cleaning of facilities.
- B. Order materials and equipment with approval from Principal.
- C. Conduct periodic checks and light servicing of equipment in a manner designated by the Chief Custodian of Buildings and Grounds and forward records thereof to him.
- D. Order maintenance, repair, or improvement of facility with approval of Principal.
- E. The Custodian shall schedule and carry out the following cleaning duties:
  - 1. Dust and wax furniture, dust walls and equipment.
  - 2. Sweep, mop floors, aisles, stairways and work areas.
  - 3. Scrub and buff floors, using power equipment.
  - 4. Vacuum and clean rugs.
  - 5. Wash windows.
  - 6. Move supplies, furnishings and equipment.
  - 7. Set up or dismantle furniture, portable instructional material and supplies.
  - 8. Remove debris from grounds.
  - 9. Empty debris from inside or outside the building for collection or incineration.
  - 10. Cut Grass.
  - 11. Change lights as required.
  - 12. Keep rooms supplied with materials as required.
  - 13. Supervise receipt, storage and checkout of all supplies, furnishings and equipment except cafeteria supplies.
  - 14. Make minor repairs of doors, locks, bookcases, furniture, etc.
  - 15. Paint.
- F. Conduct other duties as may be assigned Superintendent, Principal, Chief Custodian and Head Custodian.

**SATURDAY CUSTODIAL DUTIES:**

1. Put out garbage when you first come in and return barrels to proper area.
2. Mop entire student cafeteria area – wash water fountains, tile around fountains, posts, woodwork, etc.
3. Weather permitting – police outside building, wash windows inside and out whichever is needed most.
4. Do not allow people on fields without permission.
5. Locker rooms and gym – sweep, and dust or water mop. Secure building and check building from the outside before going home. (Doors, windows, lights, heat (on or off) ACCORDING TO CLIMATIC CONDITIONS, ETC.).
6. In case of rain, wash some windows inside classrooms at basement level, and office area.

#### **BUS DRIVER**

1. Operate as directed by Superintendent of Schools.
2. Follow-up bus Schedule as directed by the Superintendent of Schools.