

# TRENTON BOARD OF EDUCATION

## JOB DESCRIPTION

### CUSTODIAN

#### QUALIFICATIONS:

1. High School Diploma or equivalent G.E.D.
2. New Jersey State Department of Labor approved fireman's license.
3. Knowledge of maintenance of machinery in heating plant.
4. Knowledge of maintenance of machinery and equipment.
5. Knowledge of safety devices and measures used in steam heating boiler operations including proper water levels, draft regulations, and cleansing materials.
6. Knowledge of proper storing, safeguarding and usage of equipment, materials and supplies.

#### REPORTS TO:

#### JOB GOAL

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

1. Analyzes low pressure, steam boiler, equipment and maintenance problems.
2. Organizes and develops effective work methods.
3. Performs general cleaning and service duties.
4. Cleans assigned classrooms, gymnasium, auditorium, office corridors, lavatories, and all other required areas.
5. Washes and cleans windows, sweeps, washes, waxes, and polishes floors.
6. Cares for and maintains grounds, trims hedges, shrubbery and grass.
7. Seeds and fertilizes ground areas.
8. Cleans and removes snow from sidewalks, driveways, auto and other pedestrian areas around school building.
9. Performs such other related duties as directed by Supervisor.

**TERM OF  
EMPLOYMENT:**

Twelve (12) months position

**BARGAINING UNIT:**

CUS

**SALARY:**

In accordance with Custodian contract.

**STATUS:**

Hourly\_\_\_\_

Salaries\_\_\_\_

Exempt\_\_\_\_

Non-Exempt\_\_\_\_

**EVALUATION:**

Performance of the position will be in accordance  
with the Board's policies and procedures on evaluation.

**BOARD APPROVAL:** \_\_\_\_\_

**Board Approved  
7/1/1992**

**Board Approved  
October 26, 2015**