

POST



POST

EAST HANOVER TOWNSHIP SCHOOLS
East Hanover, New Jersey

Notice of Position Vacancy
2017-18 School Year

Anticipated Full Time Custodian
6:45 a.m. – 2:45 p.m.
Central Elementary School

DUTIES: In accordance with attached job description.

REQUIREMENTS:

1. Black Seal License and valid NJ driver's license.
2. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials and Right-to-Know regulations and the safe handling of bodily fluids.
3. Ability to read, write and communicate effectively.

Start Date: April 9, 2018; Must be available for training March 26-29

Salary: In accordance with the established salary guide.

Applications accepted at employment opportunities
www.easthanoverschools.org/employment.asp

Affirmative Action/Equal Opportunity Employer



East Hanover Township School District

Business/Plant Operations

TITLE:	Custodian
QUALIFICATIONS:	<ol style="list-style-type: none">1. Black Seal License (or obtain one within one calendar year of appointment) and valid NJ driver's license.2. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials and Right-to-Know regulations and the safe handling of bodily fluids.3. Ability to read, write and communicate effectively.4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
REPORTS TO:	Supervisor of Buildings and Grounds/Principal
JOB GOAL:	To provide a safe, clean and comfortable school environment.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Follows the work schedules for the performance of regular duties in the operation, maintenance, and cleanliness of the buildings and grounds.2. Carries out the preventative maintenance program for all equipment and buildings.3. Recommends and requests maintenance supplies and equipment as the need arises.4. Maintains a continuous program of inspection to eliminate hazardous conditions.5. Makes minor repairs and alterations to equipment and buildings, e.g., painting, cleaning, moving furniture, et al.6. Supervises extra help when assigned to building.7. Recommends to the Principal work to be done by maintenance personnel.8. Operates and maintains the heating and ventilating system.9. Safeguards all tools, equipment, supplies, and materials assigned to the building and see that they are properly used and stored.10. Maintains a written inventory of all equipment and supplies associated with building operations and maintenance.11. Opens and closes the buildings for all scheduled activities.12. Checks all supplies entering the building for Right-to-Know labeling and label if necessary. Notify designated person of all supplies that need recording and M5D sheets.13. Assists in snow removal and/or sanding around buildings as directed by the Supervisor of Buildings and Grounds or Principal.14. Assures that the building is secured immediately after student arrival time.15. Secures all windows and doors and inspects perimeter of building before the end of the night shift.16. Performs other such duties and/or training programs as may properly come within the scope of said position or as may be requested by the Principal or Supervisor of Buildings and Grounds.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES: N.J.S.A. 13:1F-19 School Integrated Pest Management Act
N.J.S.A. 18A:6-7.1 Criminal history record
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:16-2 Physical examinations; requirement
N.J.S.A. 18A:17-3 Tenure of janitorial employees
N.J.S.A. 18A:17-41 Rules and regulations governing janitorial employees
N.J.S.A. 18A:36-3 Display of flag
N.J.S.A. 18A:41-1 Fire drills
N.J.S.A. 18A:41-2 Fire and smoke doors closed
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 6:3-4A-4 Requirements of physical examinations
N.J.A.C. 6:24 Comprehensive maintenance plans
N.J.A.C. 6A:26 Educational facilities
See particularly:
N.J.A.C. 6A:26-12 Operations and maintenance of facilities
N.J.A.C. 12:90-3.4 Licensing of operating engineers and boiler operators
N.J.A.C. 12:100-4.2 Adoption by reference
Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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Approved by: East Hanover Township Board of Education: 9/24/07