

ANDOVER REGIONAL SCHOOL DISTRICT VACANCY

Full-Time Custodian

12-Month Position

START DATE: July 1, 2026

HOURS: To Be Determined

DEADLINE: Until Position is Filled

SALARY: \$45,000- \$55,000 Based on experience

BENEFITS: Medical, Prescription & Dental offered or insurance buy out if waived

Please send Cover Letter, Resume and appropriate NJ Certifications (in applicable) to:

Mr. John Fritzky, Superintendent of Schools

employment@andoverregional.org

AA/EOE

JOB RESPONSIBILITIES

QUALIFICATIONS:

1. Black Seal License
2. Work related experience preferred.
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Ability to read, write and communicate effectively
5. Ability to lift a minimum of 40 pounds.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:

- Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
- Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
- Checks daily to ensure that all exit doors and all panic bolts are working properly during the hours of building occupancy.
- Displays the U.S. flag during school hours on days when school is in session.
- Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
- Cleans corridors after each school day, and during the day when their condition requires it.
- Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
- Cleans and sanitizes all drinking fountains daily.
- Cleans cafeteria dining areas after use.
- Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
- Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
- Keeps the grounds free from rubbish and debris.

- Cleans chalkboards daily.
- Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
- Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
- Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
- Cleans all windows on both the inside and outside as scheduled.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Performs grounds keeping chores including grasscutting, tree trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.
- During weather-related emergencies, i.e. snow storms, flooding, etc. all custodians must report for duty.
- Reports any damage to school property to the building principal and supervisor of buildings and grounds.
- Maintains constant attention to safety and security conditions around the buildings.
- Properly maintains all equipment assigned to each custodian.
- Assists the professional staff when needed.
- Assists with after school activities as needed.
- May be required to work in either/both school buildings during the summer months or emergencies
- Performs related duties as assigned.