

**TITLE: CUSTODIAN**

**QUALIFICATIONS:**

1. Black Seal License, is a plus.
2. Minimum experience as determined by the board
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; proper handling of hazardous materials
4. Ability to read, write and communicate effectively
5. Required criminal history background check

**REPORTS TO:** Business Administrator/Principal

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

**PERFORMANCE RESPONSIBILITIES:**

Building Maintenance

1. Keeps building and premises, clean at all times.
2. Cleans and dusts classrooms, offices, and faculty room daily; empties waste baskets in these areas.
3. Cleans corridors after each school day, and during the day when their condition requires it.
4. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
5. Cleans cafeteria dining areas after use.
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 Business Administrator or Principal.
8. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
9. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the Business Administrator.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation.
11. Maybe required to wear a standard uniform selected by the charter school for security purposes.
1. Performs related duties as assigned.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of trustees.

**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.

**\*Please send resume to Karen Johnson – karen.johnson@teccsjc.org.**