



Green Township School District

Box 14, Greendell, New Jersey 07839
www.greenhills.org

Dr. Jennifer Cenatiempo
Superintendent/Director of
Personnel & Staff Development

Mrs. Karen Constantino
Business Administrator/Board Secretary

Mr. Jon Paul Bollette
Principal/Coordinator of Instruction

Notice of Vacancy

February 5, 2025

Full Time Day Shift Custodian

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

QUALIFICATIONS:

1. Black Seal License
2. Minimum experience as determined by the board
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Ability to perform long periods of standing, climbing, bending, stooping, moving of furniture, and walking; frequent lifting of objects weighing approximately 50 pounds
5. Ability to respond to emergencies as directed by the Facilities Manager or Night Shift Supervisor both during and outside of regular work schedule.
6. Comprehensive and effective facility with written and verbal communication
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Building Security

1. 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.
2. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

Building Maintenance

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
4. Cleans corridors after each school day, and during the day when their condition requires it.



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5. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
6. Cleans and sanitizes all drinking fountains daily.
7. Cleans cafeteria dining areas after use.
8. Executes environmental accommodations related to student health and safety and implements specific cleaning directions and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
9. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
10. Cleans boards daily.
11. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian, principal or school business administrator.
12. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
13. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
14. Cleans all windows on both the inside and outside as scheduled.
15. Keeps all floors in a clean and attractive condition and in a good state of preservation.

Grounds maintenance

1. Keeps the grounds free from rubbish and debris.
2. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas.
3. Displays the U.S. flag during school hours on days when school is in session.
4. Performs grounds-keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.

Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Ability to manage time effectively and work as part of a team
3. Performs related duties as assigned.

Schedule: Full Time, Monday to Friday 6:30 am – 2:30 pm with additional hours on weekends and evenings as necessary

Salary: \$40,000 - \$45,000, Full Benefits Included.

To Apply: Please email letter of interest, resume, and letter of reference to Dr. Jennifer Cenatiempo at jcenatiempo@greenhills.org

EOE/AA