

**BRANCBURG TOWNSHIP SCHOOL DISTRICT**  
**Branchburg, New Jersey**

**JOB DESCRIPTION**

**Job Title:** Custodian  
**Reports To:** Director of Buildings and Grounds  
**Contract Terms:** BTEA; 12 Month Contract

**Qualifications:**

- High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.
- Have or be willing to obtain a Boilers License.
- Custodial cleaning and minor maintenance skills.
- Demonstrated aptitude or competence for assigned responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Job Goal:** To provide students and staff with a safe, attractive, comfortable, clean, and efficient building in which to learn, play, and develop.

**Performance Responsibilities:**

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw diagrams as needed.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to

finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Other Performance Responsibilities:

- Keeps buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
- Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Shovels, plows, and sands walks, driveways, parking areas, and steps, as appropriate.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Make sure that the U.S. Flag is up, in good repair and properly illuminated. Also lowers to half-mast as requested.
- Sweeps, vacuums, scrubs classrooms, hallways and offices daily and dusts furniture as requested or assigned.
- Cleans corridors after school each day, and during the day when their condition requires it.
- Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
- Keeps the grounds free from rubbish.
- Performs such yard keeping chores as grass cutting, cultivates flowers and tree trimming as necessary, to maintain the school grounds in a safe and attractive condition.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Cleans all chalkboards daily.
- Empty building trash and garbage containers and keep grounds neat.
- Reports needed major repairs to the Supervisor of Building and Grounds promptly.
- Reports any damage to school property immediately to the Supervisor of Building and Grounds.

**Terms of Employment:**

- Full-time twelve-month position based on annual salary.
- Hours per day to be established by the Board of Education.

**Evaluation:**

- In accordance with state regulations and Board of Education policy.

**Board Approval:** May 12, 2011

**Board of Education Approved Revision:** May 17, 2023