

Lopatcong Township School District

Dr. Debra Mercora, Superintendent

Lopatcong Township Elementary School

Eric S. Renfors, Interim Principal
263 Route 57
Phillipsburg, New Jersey 08865
Phone: 908-859-0800
Fax: 908-213-1339

Lopatcong Township Middle School

Richard A. Bonney, Principal
321 Stonehenge Drive
Phillipsburg, New Jersey 08865
Phone: 908-213-2995
Fax: 908-213-0373

Employment Opportunity Custodian/Light Maintenance

Posting Date: April 1, 2021

Position: Custodian/Light Maintenance –
Full time with benefits, 2nd shift
AVAILABLE IMMEDIATELY

Preferred Qualifications: Boiler License preferred or willing to obtain one.
NOTE: Criminal History Background Check and HIB training are required.

Job Description/Responsibilities: See below for job description

Salary: Based on Collective Bargaining Agreement

Respond to: Send Resume and letter of interest to:
Mr. Bob Gomes, CEFM,
Lopatcong Township School District
321 Stonehenge Drive, Phillipsburg NJ 08865
Or email to:
gomesr@lopatcongschool.org

Deadline: May 1, 201 or until a suitable candidate is found

AA/EOE

LOPATCONG TOWNSHIP SCHOOL DISTRICT
321 Stonehenge Drive
Phillipsburg, NJ 08865

Business/Plant Operations

TITLE: CUSTODIAN

QUALIFICATIONS:

1. Black Seal License; high school diploma or equivalent training
35934. Ability to read, write and communicate effectively
35935. Knowledge of plant operation and maintenance; Cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
35936. Good physical health and ability to perform assigned tasks
35937. Minimum of one year of previous work related experience
35938. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Building and Grounds Supervisor

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

PERFORMANCE RESPONSIBILITIES:

36019. 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.
36020. Keeps building and premises, including sidewalks, driveways, and play areas neat at all times.
36021. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
36022. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
36023. Displays the US flag during school hours on days when school is in session.
36024. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
36025. Cleans corridors after each school day, and during the day when their condition requires it.
36026. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.

- 36027. Cleans and sanitizes all drinking fountains daily.
- 36028. Cleans cafeteria dining areas after use as well as clean and sanitize kitchen floors.
- 36029. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
- 36030. Obeys all fire safety and environmental laws and regulations relating to the plant operations.
- 36031. Keeps the grounds free from rubbish and debris.
- 36032. Cleans chalkboards daily.
- 36033. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
- 36034. Complies with all laws and procedures for the storage and disposal of trash, waste, debris.
- 36035. Conducts an on-going program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
- 36036. Cleans all windows on both the inside and outside as scheduled.
- 36037. Keeps all floors in a clean and attractive condition and in a good state of preservation.
- 36038. 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.
- 36039. Performs related duties as assigned.

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

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

APPROVED BY: Lopatcong Township Board of Education

DATE: January 11, 2005

Legal References:

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| 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. 18:17-41 | 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. 35:5A-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. 5:11-8.5	Licensing of operating engineers and boiler operators
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
N.J.A.C. 6A:26-12	Operations and maintenance of facilities
N.J.A.C. 12:100-4.2	Adoption by reference

Blood borne Pathogen Standard, 29 C.F.R. 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.