

## **JOB DESCRIPTION**

**TITLE:** CUSTODIAN  
**DEPARTMENT:** PUBLIC WORKS  
**STATUS:** FULL TIME ( )  
**UPDATED:** JULY 5, 2022

### ***Description of Duties / Responsibilities:***

- Performs general cleaning and janitorial duties in the common areas of the building.
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging pipes.
- Assists in cleaning and sanitizing restrooms and cafeteria.
- Performs limited grounds maintenance such as mowing and trimming lawns and hedges and cleaning snow from sidewalks.
- Ensures heating and cooling systems are operational.
- Maintains a neat and orderly janitor's room; ensures cleaning and maintenance supplies are stocked.
- Washes windows.
- Assists in examining buildings and grounds for safety hazards; reports deficiencies to foreman, supervisor, or administration.
- Performs any other related duties as assigned by supervisor, foreman or administrator

### ***Required Skills/Abilities:***

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the Township clean and orderly.
- Ability to interact with staff remaining professional, polite, and courteous.
- Ability to perform snow removal tasks

### ***Education and Experience:***

- High school diploma or equivalent required.
- Must pass a background check.
- Must possess a valid NJ Driver's license

### ***Physical Requirements:***

- Prolonged periods standing.
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds at a time.