

Ramapo Indian Hills Regional High School District  
Oakland, New Jersey 07436

JOB DESCRIPTION

Title: Custodian/Grounds

Organizational Relationship:

Reports to and is evaluated by the Building Foreman

Primary Function:

Maintains the grounds to provide a safe, attractive, clean, and healthy environment for students, staff, and the community to learn, work, and play.

Major Responsibilities:

1. Perform ground tasks including mowing, aerating, fertilizing, plant care, collecting litter, leaf collection, vegetation control, and artificial turf field and track maintenance. Operate and maintain the turf irrigation equipment.
2. Perform assignments relating to insuring all District- and town-owned athletic facilities used by the District can be safely used for athletic events. This includes working cooperatively with other custodial employees and town employees.
3. Regularly check the security and housekeeping of the athletic equipment storage facilities, concession stand, press box, electric equipment boxes, etc. Ensure that all exit doors are operational and that all panic hardware is working.
4. Check and ensure regularly that the fence gates are closed and, where appropriate, locked. Gate and fence hardware should be regularly checked, refastened, or replaced when found loose or missing.
5. Maintain an adequate supply of field maintenance products, cleaning chemicals, etc., requesting replacements in a timely fashion. Store supplies and chemicals in a safe and approved manner.
6. Maintain in safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities. Perform minor repairs and preventive maintenance to Grounds equipment. Report immediately any damage, vandalism, or theft of equipment.
7. Follow work schedules and temporary work schedules assigned by the Building Foreman or Director of Student Activities and Athletics of the school. Keep areas of the grounds (including sidewalks, driveways, parking lots, and athletic play areas) neat, clean, and safe.
8. Clean up body fluids from a sick or injured person, following prescribed procedures.
9. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking area, and steps.
10. Monitor trash and recycling receptacles regularly and empty when required. Comply with all laws, regulations and procedures for the storage, disposal or collection of trash, waste, and recyclables.
11. Participate in safety, Right To Know, and other training.
12. Make recommendation for improvement in the effectiveness and efficiency of the ground operations of the school.

13. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations. Assist with emergency evacuations and drills.
14. Assess need for and perform minor repairs to furniture, equipment, and the building.
15. Operate the boiler plant and make boiler log entries.
16. Receive deliveries.
17. Assist the Custodian/Bus Drivers or the Custodian/Maintenance when called upon to do so.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors.

Qualifications:

1. Hold a Black Seal License and Fertilizer Applicator Certificate or obtain them within one (1) year of employment
2. Hold a valid drivers license and hold a valid commercial driver's license (or be able to obtain within one (1) year of employment)
3. Have a minimum of one (1) year of previous work related experience

Terms of Employment: Twelve-month year, salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board of Education.

Approved: September 12, 2016