



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **DISTRICT FOREMAN OF CUSTODIANS**

- QUALIFICATIONS:**
1. Shall possess a High School Diploma or GED
 2. Shall possess a valid New Jersey Driver's License
 3. Possess or be eligible for a valid Low Pressure Black Seal Boiler License
 4. Shall be certified under the New Jersey Educational Facilities Management Program (N.J.A.C. 6A:26-16.1a) or be willing to obtain certification within 2 years of employment in this position
 5. Shall be experienced in all areas of custodial services and how they are administered
 6. Shall have a strong working knowledge of custodial supplies, equipment and inventory control
 7. Should have strong organizational skills, decision making ability and be able to communicate effectively with staff and members of the school community
 8. Ability to delegate work assignments in an effective and cost-efficient manner for timely completion
 9. Shall possess and be able to demonstrate a working knowledge of computer software programs including word and excel
 10. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: Directly responsible to the Director of Buildings & Grounds

SUPERVISES: All Custodial Personnel

JOB GOAL: To work cohesively with all employees to ensure the safe and efficient operation of all district facilities.

PERFORMANCE RESPONSIBILITIES:

1. Directly responsible to the Director of Buildings & Grounds
2. Shall be employed on a twelve (12) month basis with the workday schedule as determined by the Director of Buildings & Grounds.
3. Shall plan and implement the work schedules for all Custodial employees.
4. Interprets and administers contractual agreements as negotiated between the Jackson Board of Education and appropriate employee representatives.
5. Directs the district's Custodial operations based upon the needs of the school district.
6. Shall supervise and conduct evaluations of all building custodians as to their overall performance, attendance and knowledge.
7. Maintains all district buildings and schools to the high standards of the district.
8. Ensures that all buildings and schools are prepared for events and activities.
9. Maintains current files for all areas of responsibility to include work orders, correspondence and any other related duties.
10. Prepares and submits payroll information including the processing of overtime vouchers.
11. Submits recommendations to the Director of Buildings & Grounds that are appropriate to the operation and general maintenance of the district's buildings and schools.
12. Shall perform quality assurance inspections of all school facilities to ensure proper cleaning and compliance with health codes.
13. Makes suggestions regarding employee contract negotiations between the Board of Education and employee associations/unions to the Director of Buildings & Grounds.
14. Prepares and submits reports as required by the Director of Buildings & Grounds.
15. Evaluates and reports to the Director of Buildings & Grounds as to the quality of work performed by outside contractors.
16. Conducts interviews and recommends internal promotions of custodial staff and new custodial employees to the district.
17. Conducts and organizes orientation and training programs consistent with employee needs and contractual obligations.
18. Prepares and submits budget data for the custodial department.

19. Maintains current and accurate inventories of materials, supplies and equipment for the custodial department.
20. Remediates and/or reports unsafe work conditions or hazards to the Director of Buildings & Grounds.
21. Works with the maintenance and grounds departments to provide for the efficient removal of snow from district walkways, parking lots and roadways.
22. Performs any and all related duties as assigned by the Director of Buildings & Grounds, the Business Administrator or the Superintendent of Schools or their designee.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of supervisory staff.

APPROVED BY BOARD

DATE: / /

REVISED: 5/2/2018