



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE:

HEAD CUSTODIAN

QUALIFICATIONS:

1. High School Diploma or GED
2. Be clean and neat in appearance
3. Ability to operate all required power tools and or equipment.
4. Computer knowledge
5. Have reasonable mechanical ability
6. Possess a valid New Jersey Driver's License
7. Must have a Black Seal Operator's License
8. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO:

Directly responsible to the Foreman of Custodians

SUPERVISES:

All Custodial Personnel

JOB GOAL:

ESSENTIAL JOB FUNCTIONS:

1. Directly responsible to the School Building Principal for those duties that are related to the daily operation of the building.
2. Responsible to the Foreman of Custodians and Night Custodial Supervisor for duties that are related to the overall condition of the building for personnel performance and attendance.
3. Shall be employed on a twelve (12) month basis with work day schedule as jointly determined by the School Building Principal, any Facilities Supervisor or Night Custodial Supervisor.
4. Ability to lift 75 pounds at least 20% of the time.

5. Bend, lift, squat, crawl, perform repetitive motions, climb stairs and ladder, work at heights, shovel, work in the elements, stand for long periods of time, and work and handle a hand truck.
6. Physically move and twist to complete normal daily activities such as mopping, sweeping, emptying garbage cans, moving furniture, etc.
7. Physically able to shovel snow, sweep sidewalks and steps, and salt during inclement weather
8. Required to report to work for assigned shift during snow emergencies
9. Ability to operate all required equipment such as floor machines, auto scrubbers, vacuums, snow blowers, etc
10. Ability to stand and walk continuously about the classrooms, hallways, cafeteria, school and other school grounds for long periods of time.
11. Shall perform all duties in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97.
12. Shall perform all duties in the most efficient manner possible and cooperate with the School Building Principal, any Facilities Supervisor, the Night Custodial Supervisor and co-workers in the interest of the school system.
13. Maintain a working relationship with other district staff.
14. Shall wear uniform provided by the Board of Education.
15. Shall supervise building custodians as to performance, attendance, and conditions of building. This includes day and night custodians.
16. Report personnel absences to the Foreman of Custodians.
17. Request substitutes from the Foreman of Custodians.
18. Report any/all disciplinary problems to the Foreman of Custodians.
19. Insure the building is open at the proper time on mornings when school is scheduled.
20. Insure that the American Flag and other appropriate flags are raised each morning when school is scheduled.
21. Check furnace, boilers, room heaters, etc. to insure that classrooms are comfortable on a daily basis.
22. Order custodial supplies and equipment (through the Foreman of Custodians) and maintain an inventory of same.

23. Receive supplies and equipment delivered to the school and forwards the pertinent paperwork to the Purchasing Department.
24. Deliver supplies to the classrooms as needed.
25. Insure that the cafeteria is ready for lunch periods; and that the cafeteria is cleaned after each lunch period.
26. Make a daily check of the buildings and grounds to see that same are safe for all personnel, students and non-students alike. Report immediately, any unsafe conditions to the Facilities Department.
27. Prepare and forward vandalism reports, as required, to the Facilities Department.
28. When needed work is beyond the capability of the custodians, prepare work requests and forward to the Facilities Department.
29. Become acquainted with and be knowledgeable about building systems such as fire and security alarms, lighting, intercom, heating, air conditioning, etc. Where feasible, instruct your staff.
30. Perform any other tasks assigned by the School Building Principal for the daily operation of the building.
31. Perform any other tasks assigned by any supervisor for the overall condition of the building and for personnel management.
32. Perform any other tasks assigned by the Superintendent of Schools, Assistant Superintendent of Schools, or their designee, where circumstances prevent assignment through the chain of command described herein.

**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 non-certified staff.

APPROVED BY: Board Agenda DATE: 4/24/2012

REVISED: 12/17/2013 & 1/21/2014