



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **NIGHT CUSTODIAL SUPERVISOR**

QUALIFICATIONS:

1. Shall possess a High School Diploma or GED
2. Shall possess a valid New Jersey Driver's License
3. Possess 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. Should 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. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: Directly responsible to the District Foreman of Custodians and 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 District Foreman of Custodians for duties that are related to the daily operations in the district.
2. Shall be employed on a twelve (12) month basis with the workday schedule as determined by the Director of Buildings & Grounds.
3. Shall perform all job duties in accordance with Board of Education Policy.
4. Shall perform all duties in the most efficient and cost-effective manner possible and communicate with the Foreman of Custodians in the interest of the school district.
5. Shall be responsible for supervision and evaluation of the daily operations of the night custodial staff through the Foreman of Custodians.
6. Provide first-line evaluations of the night custodial staff and give input for their annual performance evaluations to the Foreman of Custodians.
7. Shall perform quality assurance inspections of all school facilities to ensure proper cleaning and compliance with state and local health codes.
8. Shall supervise all building custodians as to their performance, attendance, and building conditions.
9. Shall report hazardous conditions to the Foreman of Custodians.
10. Shall initiate appropriate disciplinary action when necessary. All disciplinary action must be reported to the Buildings & Grounds Office for follow-up.
11. Maintain a Daily Work Log to include, but not be limited to, the date, building visited, conditions found, remediation, staffing, supplies, equipment conditions, etc.
12. Maintain records deemed necessary by the Foreman of Custodians and the Director of Buildings & Grounds.
13. Prepare and forward vandalism reports to the Buildings & Grounds Office.
14. Prepare work requests and forward to the Buildings & Grounds Office when repair work is necessary.
15. Have a working knowledge of the following building systems within the district: security alarms, fire alarms, lighting, intercoms, etc.
16. Shall prepare and submit budget requests to the Foreman of Custodians for review by the Director of Buildings & Grounds.
17. Perform any other tasks assigned by the Foreman of Custodians and the Director of Buildings & Grounds, where circumstances prevent assignment through the chain of command described herein.

18. 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: May 15, 2018

REVISED: 5/2/2018