

**TITLE: HEAD CUSTODIAN**

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Be clean and neat in appearance
3. Ability to meet Essential Job Task requirements
4. Ability to operate all required custodial power tools and or equipment
5. Basic computer knowledge
6. Pass medical screenings and drug tests
7. Possess a valid New Jersey Driver's License
8. Must possess a Black Seal Operator's License
9. Requires criminal history background check and proof of U.S. citizenship or legal resident alien status is required

**REPORTS TO:** Custodial Foreman, Building Principal or designee, Superintendent and or his/her designee

**JOB GOAL:** To provide clean, safe schools and grounds with personnel, equipment and products provided.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises, coordinates and evaluates the activities of custodians assigned to the school.
2. Keeps school building and grounds in clean and orderly condition, performing any combination of the following duties as outlined below and / or contained within the Custodial Employee Handbook:
3. Shall perform in accordance with the negotiated agreement between the Board of Education and the AFSCME Council 71, Local 463
4. Is required to perform duties of custodian within an assigned section of the school based upon custodial foreman recommendation.
5. Assumes other related custodial duties and assignments as Administration deems necessary.
  - a. Develops overtime wheel and assigns the O.T.
  - b. Reviews and approves school vacation and personnel requests.
  - c. Other items that may arise.
6. Work hand in hand with principal to address school needs. Assists with all rentals, school and athletic events. NOTE: Each school is unique and has differing needs than other schools.
7. Assigns work and participates with workers in operating, cleaning, and maintaining the school. Supervises custodial usage for safe & proper operation of equipment.
8. Inspects the work of custodians, and initiates corrective action as may be required.
9. Communicates with custodial foreman as to custodial personnel and completes yearly evaluations in consultation with Principal and Custodial Foreman.
10. Requisitions, receives, stores, and distributes custodial tools and supplies.

## **HEAD CUSTODIAN (Continued)**

11. Submit through computer, requests for maintenance department to complete repairs that are unable to be performed by the custodial staff. The district currently is utilizing the School Dude program.  
NOTE: Attempts to fix or repair should be made by custodians prior to sending request for W.O.I.D.
12. Receives, stores, and distributes all shipments arriving at the school, except cafeteria items.
13. Keeps records, requisitions time records of the custodial staff.
14. Submits reports and maintain logs as required;
  - a. Fire extinguisher
  - b. Emergency lights
  - c. Exit lights
  - d. Boiler logs and Black Seal Licenses displayed
  - e. Filter changes
  - f. IPM logs
15. Works in snow clearing operations.
16. Supervises proper boiler operations, logs & delegates times for other custodians to perform task.
17. Ensures the building security checks are performed over the weekend and holidays.
18. Assigns overtime tasks to be completed while the rental activity is ongoing in the facility. Verify completion of work upon return to work.
19. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Superintendent or his/her designee.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: June 15, 2016

Revision: February 21, 2018, July 18, 2018