

**TITLE: CUSTODIAN – NIGHT SUPERVISOR (Stipend)**

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Be clean and neat in appearance
3. Ability to perform job tasks as delineated within the Custodial Job Task Sheet
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 current 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:** Head Custodian, Building Principal or designee, Custodial Foreman, Superintendent and or his/her designee

**JOB GOAL:** Under the supervision of the Head Custodian, cleans and maintains buildings and grounds to which assigned. The Night Supervisor works as the lead custodian during off hours of the typical school day and is the liaison to the public.

**PERFORMANCE RESPONSIBILITIES:**

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:

1. Daily job instructions as directed by the head custodian or building principal.
2. Works as a liaison with building rentals to ensure proper use of facilities and users' needs are met, as noted in rental documentation.
3. Will perform all duties that are expected of all custodians.
4. Performs spot checks of co – workers sections and offers positive reinforcement and / or discusses corrective measures that may be necessary.
5. Notifies the head custodian of items that may be in need of major repairs and also verifies acceptability of other custodians work sections.
6. Verifies all building doors and windows are secured at end of shift.
7. Works alongside other colleagues to instill district ideals and work ethics throughout the department.
8. Perform any other tasks assigned by the Head Custodian, Principal, Custodial Foreman, Superintendent and or his/her designee for the overall condition of the building and for personnel management.
9. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Business Administrator or his/her designee.

## **CUSTODIAN – NIGHT SUPERVISOR (Continued)**

**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