

Bridgeton Public Schools

Job Description

Revised

POSITION: Night Custodial Supervisor

QUALIFICATIONS:

1. As determined by New Jersey state certification requirements and the Bridgeton Board of Education
2. High School Diploma or GED
3. Valid New Jersey Drivers' License
4. Black Seal Boiler License
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: **Supervisor of Buildings and Grounds**

JOB GOAL: Supervise the daily operation of the evening custodial staff **(or day staff as needed)** and assist the Supervisor of Buildings and Grounds in supervision of all elementary and high school custodial staff when necessary.

PERFORMANCE RESPONSIBILITIES:

1. Organizing, scheduling, directing, and supervising the work of the custodial staff so that it can most efficiently perform its task without interfering with the educational program during the actual school year, subject to approval by either the building principal or School Business Administrator.
2. Overseeing the preparation and maintenance of all athletic and intramural practice and playing fields, including fertilizing, seeding, lining, watering and mowing as needed.
3. Organizing, coordinating, directing and supervising the custodial staff during the school vacation periods and during the summer shut down period so that the custodians may be used as a maintenance and repair staff, in addition to their normal custodial duties, during these periods.
4. Overseeing efficient operation and cleaning of the buildings; proper maintenance and functioning of all heating, ventilating, lighting, sanitary, water, and power equipment within the buildings and grounds.
5. Keeping accurate running inventories of custodial supplies and equipment in each building.

6. Accepting deliveries of school supplies and equipment; preparing all clerical records required; preparing budget needs for custodial supplies and equipment; requisition of custodial supplies and equipment.
7. Directing the custodial staff in snow removal during snow emergencies.
8. Being present during plan inspection by Board members, administrative staff, medical staff and state officials, if needed.
9. Checking in with the building principals daily to go over building concerns and/or needs.
10. Assisting in the training of personnel and their selection.
11. Making product use recommendations and evaluations as needed.
12. Performing annual evaluations of all night shift personnel and making recommendations for improvement when needed.
13. Respond to emergency calls from police or fire department, as needed.
14. Making checks of schools and boilers on weekends and holidays to maintain proper heat in all buildings.
15. Performing other duties that fall within his/her professional competencies when directed by the School Business Administrator or Supervisor of Buildings and Grounds.

TERM OF EMPLOYMENT: 12 Months. Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

NMS/et/NA/II

3-24-05/4-27-16/11-4-16

MTT

10-30-24