



# CAMDEN CITY SCHOOL DISTRICT

## Office of Human Resources

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## Head Custodian

**(Pending availability of funds and State Superintendent's approval)**

The State District Superintendent invites qualified and interested persons to apply for the position of **Head Custodian**.

Camden City Schools District (CCSD) is in a historic period of change. With the recent state intervention, Camden is uniquely poised to re-focus and transform into a student-focused district where each child is ensured the academic and personal skills to succeed in the college or career of their choice.

Currently, CCSD has 26 schools serving approximately 11,500 students, of whom nearly 95% qualify for free or reduced price lunch. The district is committed to building talented and committed staff to ensure all students are prepared to graduate Camden schools career and college ready.

### **JOB GOAL:**

Supervises custodial staff assigned to a school and coordinates the cleanliness and sanitary condition of the facility.

### **REQUIREMENTS AND QUALIFICATIONS:**

#### ***MINIMUM QUALIFICATIONS:***

- Five (5) years experience in custodial related job.
- Knowledge of modern cleaning methods material and equipment.
- Knowledge of low pressure heating, ventilating and lighting systems.
- Experience in instructing, supervising, and evaluating work duties.
- Knowledge of general safety and hazardous material rules and regulations.
- Holder of a N.J. Boiler Operator's License.
- Ability to perform tasks that require frequent heavy lifting.
- Required criminal history background check, physical and proof of U. S. citizenship or legal resident alien status.

#### ***RESPONSIBILITIES:***

A CCSD Head Custodian is specifically responsible for:

- Coordinate the work of custodians assigned to the site.
- Supervise the work performance of custodians assigned.
- Perform scheduled duties as a custodian required to maintain a clean and safe facility as assigned by the Principal/Supervisor.
- Prepare work schedules for all custodians assigned.
- Perform or assign special duties when social and civic groups are using the school.
- Supervise the operation of low pressure heating units.
- To receive, inventory, store, and distribute instructional and custodial supplies and materials as delegated by the Principal/Supervisor.
- To order supplies and equipment as well as request repairs to equipment used in the performance of custodial duties.
- To instruct custodians as to the use of equipment and materials.
- Conduct continuous training on the safe use of equipment, cleaning supplies, and materials.
- To assist the Principal/Supervisor in evaluation of custodians assigned by providing input.
- Maintain up-to-date knowledge of safety rules and regulations relating to cleaning equipment, supplies, and materials.
- To adhere to dress code.
- To perform other duties as assigned.

## **REPORTS TO**

- Principal & Supervisor of Buildings and Grounds

## **SUPERVISES**

- Custodial staff assigned to a school

## **EVALUATED BY**

- Principal

## **RESIDENCY**

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

## **HOW TO APPLY**

Camden City School District is only accepting electronic applications. Please visit our [online application system](#) to submit your resume, cover letter, and references today! Incomplete applications will not be considered.

**OPENING DATE: October 25, 2013**

**CLOSING DATE: Until filled**

## **PHYSICAL REQUIREMENTS**

*The physical demands, work environment factors and mental functions below are representative but not all inclusive to perform the essential functions of this job.*

1. Employee may need to:

<b>a. Stand, walk, stoop, kneel, crouch, crawl</b>	<b>Regularly</b>	Frequently	Occasionally	Not at all
<b>b. Use hands to finger, handle or feed</b>	Regularly	<b>Frequently</b>	Occasionally	Not at all
<b>c. Reach with hands and arms</b>	Regularly	<b>Frequently</b>	Occasionally	Not at all
<b>d. Climb or balance</b>	Regularly	<b>Frequently</b>	Occasionally	Not at all

2. Employee weight and force demands:

<b>a. Up to 50 pounds</b>	<b>Regularly</b>	Frequently	Occasionally	Not at all
<b>b. Up to 100 pounds</b>	Regularly	Frequently	<b>Occasionally</b>	Not at all
<b>c. Up to 150 pounds</b>	Regularly	Frequently	<b>Occasionally</b>	Not at all

3. Employee mental functions:

<b>a. Compare, communicate, compile, compute</b>	Regularly	<b>Frequently</b>	Occasionally	Not at all
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4. Employee work environment:

<b>a. Wet or humid conditions (non-weather)</b>	Regularly	Frequently	<b>Occasionally</b>	Not at all
<b>b. Work near moving mechanical parts</b>	Regularly	<b>Frequently</b>	Occasionally	Not at all

c. Work in high, precarious places	Regularly	Frequently	<b>Occasionally</b>	Not at all
d. Fumes or airborne particles	Regularly	<b>Frequently</b>	Occasionally	Not at all
e. Toxic or caustic chemicals	Regularly	<b>Frequently</b>	Occasionally	Not at all
f. Outdoor weather conditions	Regularly	<b>Frequently</b>	Occasionally	Not at all
g. Extreme cold (non-weather)	Regularly	Frequently	<b>Occasionally</b>	Not at all
h. Extreme heat (non-weather)	Regularly	Frequently	<b>Occasionally</b>	Not at all
i. Vibration	Regularly	Frequently	<b>Occasionally</b>	Not at all
j. Risk of electrical shock	Regularly	Frequently	<b>Occasionally</b>	Not at all

**THE CAMDEN CITY SCHOOL DISTRICT IS AN  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**