

## **Job Description**

**JOB TITLE:** Custodial Supervisor

**REPORTS TO:** Director of Facilities

### **NATURE AND SCOPE OF JOB:**

To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

### **QUALIFICATIONS:**

1. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with the N.J.A.C. 6:29-7.4.
2. Sufficient strength, agility, and dexterity to perform required tasks.
3. Ability to lift fifty (50) pounds.
4. Knowledge of methods, materials, and equipment used in custodial work.
5. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
6. Hold and maintain a valid driver's license for equipment to be driven, with no serious violations.
7. Possess a Black Seal Fireman's License for boiler operation or is willing to obtain one within one year of employment.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Custodial Supervisor shall:

1. Follow work schedules and temporary work schedules assigned by the Director of Facilities and/or Principal of the school.
2. Oversee, manage and direct the custodial staff and the cleaning of all facilities (including sidewalks, driveways, and play areas) ensuring they are neat, clean, and safe, and in compliance with the tasks outlined in the Custodial Services Plan for the building.
3. Ensure all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
4. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
5. Check the security of the building regularly and ensure that all exit doors are operational, and that all panic hardware is working.
6. Report immediately any damage, needed repairs, vandalism, or theft of equipment.
7. Ensures the custodial staff perform their daily duties and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.
8. Maintain an adequate supply of cleaning chemicals, requesting replacements in a timely fashion. Store supplies and chemicals in a safe and approved manner.
9. Maintain the schools in a safe and attractive condition, as assigned. Make Changes to room temperatures as needed.
10. Maintains on a regular schedule all boilers, motors, and other mechanical equipment requiring scheduled servicing.
11. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or the Director of Facilities
12. Oversees and manages the specialized cleaning of facilities during the summer months or when school is not in session.

13. Maintain a safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities.
14. Make recommendations for improvement in the effectiveness and efficiency of custodial operations of the school.
15. Display a cooperative, ethical, and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
16. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils. Assist with emergency evacuations and drills.
17. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
18. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
19. Participate in appropriate in-service and workshop programs and attend any required meetings.
20. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
21. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job. (50 Lb. minimum)
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **EVALUATION CRITERIA:**

The holder of the position of Custodial Supervisor shall be evaluated by the Director of Facilities in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 22 March 2016

Revised: 25 July 2023