



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: HEAD CUSTODIAN

JOB QUALIFICATIONS:

1. Black Seal License
2. Minimum experience as determined by the board
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Ability to read, write and communicate effectively
5. Valid NJ Driver's License
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Supervisor of Buildings & Grounds

JOB GOAL: Manage custodial staff in a manner that promotes good personnel relations and ensures that students and staff are provided with a safe, attractive, comfortable, clean, and efficient place to learn, plan, develop and supervise.

PROFESSIONAL RESPONSIBILITIES:

1. Arranges and supervises work schedules and orders for custodians in the school.
2. Meets with evening custodians daily to review building needs and activities.
3. Assumes responsibility for the general cleaning security of the building.
4. Assumes responsibility for the general fire safety of the building.
5. Conducts daily inspection of building to ensure that the building cleaning schedule is followed. Notifies building principal of any area not cleaned properly.
6. Completes cleaning inspection checklist each morning.
7. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
8. Checks daily to insure that all exit doors are operable and all panic bolts are working properly during the hours of building occupancy.



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9. Displays the U.S. Flag during school hours on days when school is in session.
10. Makes minor building repairs.
11. Reports to the principal when major repairs are needed.
12. Conducts an ongoing program of general maintenance, upkeep, and repair to school building and grounds with the custodial staff.
13. Works collaboratively with night custodians.
14. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
15. Shovels and sands sidewalks, driveways, parking areas, and steps, as appropriate, involving all custodians, revising daily schedules as needed to maintain the school in readiness for daily use by students and staff.
16. Keeps the grounds free of rubbish.
17. Reports immediately to the principal any damage to school property.
18. Remains on the school premises during school hours or whenever his/her attendance is required.
19. Assumes responsibility for the opening of the building each school day.
20. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
21. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste and maintains a continuous program of inspection to eliminate hazardous conditions.
22. Inspects all boilers and other major equipment to make sure that they are in proper operating condition.
23. Performs emergency repairs or cleaning services as necessary.
24. Performs weekend and holiday custodial building inspections and checklist.
25. Performs elevator check list.



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26. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
27. Performs such other duties and assumes such other responsibilities relating to the operation of the school as the principal may assign

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Date Approved: August 28, 2014