

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
Head Custodian

Date of Adoption: June 13, 2013

JOB TITLE: Head Custodian

REPORTS TO: The Head Custodian employee receives direction from the School Principal and the Director of Building and Grounds and/or the Business Administrator/Board Secretary.

NATURE AND SCOPE OF JOB:

The Head Custodial employee, with the help of the custodian under him, is directly responsible for ensuring that standards of the appearance, functionality, cleanliness, sanitation, safety and security of the schools are met. He/she is also responsible for supervising, directing and instructing all custodial staff and for carrying out administrative tasks required to maintain and operate the schools to the required standards. The Head Custodian will also perform minor tasks in connection with the maintenance and repair of school district buildings and facilities.

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Certificate of good health by school doctor.
3. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
4. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
5. Valid NJ driver's license.
6. Proof of citizenship or registration – I-9 form.
7. Black Seal license (One year time allowance to obtain).
8. Some experience as a school custodian, or the equivalent in custodial service at other institutions and firms.
9. Must demonstrate an ability to supervise and evaluate staff in the performance of their respective jobs while working with them to complete required tasks.
10. Have excellent integrity and demonstrate good moral character and initiative.

Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate, acceptable and legal.

KNOWLEDGE & CRITICAL SKILLS:

1. Ability to communicate with others.
2. Ability to speak fluent English and be understood under normal circumstances.
3. Ability to read basic operating instructions and write reports.
4. Ability to use common hand tools.
5. Ability to select proper equipment and tools to complete tasks.
6. Demonstrate aptitude for completion of assigned tasks.
7. Use of safety practices in equipment handling and the use of tools.

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8. Strong organizational skills.
9. Ability to use the computer and other electronic equipment to fulfill job functions.
10. Good interpersonal skills with co-workers, building staff, students, parents, and supervisors.

EMPLOYMENT TERMS:

Twelve month position.

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the International Brotherhood of Teamsters, Local 102.

JOB RESPONSIBILITIES:

1. Arrive to work on time dressed in a clean uniform, steel-toe safety shoes, hair trimmed and ready to work.
2. Be responsible to the Principal and the Director of Buildings and Grounds for the cleanliness of the assigned building, remaining on school premises during assigned hours.
3. Supervise the work quality of all custodians in building, including the night shift, to insure the proper instructional environment.
4. Complete bi-weekly evaluation of work quality for all custodians in building and submit to Director of Buildings and Grounds.
5. Prepares shift schedules and advises the Principal and the Director of Buildings and Grounds when overtime or extra help is required.
6. Monitor the custodial supply level and equipment in the assigned building and report needs and concerns to Director of Buildings and Grounds. Request supplies as necessary to maintain minimal inventory on site. Store supplies in a safe and approved manner.
7. Maintain an inventory and recommend purchases of suitable material and equipment.
8. Perform monthly inspections of roof and maintain preventative maintenance logs on plant equipment (exit lights, univent filters, fire extinguishers, defribulators, etc.) and other records as required.
9. Check regularly the security of the building and ensure that all exit doors are operational and that all panic hardware is working.
10. Submit and review work orders.
11. Keep building premises, including sidewalks and planted areas, neat, clean and free of rubbish at all times.
12. Clean classrooms, offices, corridors, stairwells and remove rubbish each day when required by schedule, including dusting, sweeping, mopping and vacuuming.
13. Scrub and disinfect toilets, floors, sanitary fixtures, water fountains, and replenish paper and soap stock daily.
14. Clean and maintain all boilers and other mechanical equipment.
15. Clean mechanical rooms, air handler rooms, pipe chases, etc. Keep areas free of stored boxes, furniture and other clutter.
16. Clean HVAC grills and diffusers.
17. Replace bulbs in burned out lights.
18. Move, install and/or assemble all furniture as needed.
19. Periodically wash walls, bookcases, windows and shampoo rugs. Move furniture to reach corners, cracks and crevices of covered parts of rooms.

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20. Snow removal and de-icing.
21. Receive building deliveries and move shipment to appropriate classroom.
22. Report all major repairs needed promptly through School Dude, the online work-order system. Immediately report any damage, vandalism, or theft of equipment.
23. Maintain adequate safety measures and follow legal restrictions in the performance of the work.
24. Assume responsibility for the building and, before leaving, ensure that all doors and windows are secure and all lights, except those left on for safety reasons, are turned off. If not working when building closed, make sure that one of the custodial staff will be handling this responsibility.
25. Set an example for the other custodial employees in regard to neatness of appearance, friendly relations with other school employees, courtesy to the public and in devotion to the job.
26. Continually improve your technical expertise in work procedures and
27. Attend in-service training, as required.
28. Evaluate custodial products.
29. Assist with the training of new personnel.
30. Assist with emergency evacuations and drills. Assist the administration and appropriate emergency personnel with any emergency and potentially dangerous or unusual situations.
31. Perform all other duties and responsibilities assigned by the Director of Buildings and Grounds and/or Principal.

The list of duties above does not constitute an exclusive listing of the functions but merely sets forth guidance in some of the duties of the position.

PHYSICAL REQUIREMENTS:

Individuals must be physically able to perform efficiently the duties of the position. Any physical condition, which would cause the employee to be a hazard to him or others, is considered disqualifying. The following are general physical requirements for the position.

1. Good distance vision and ability to read without strain printed material the size of typewritten characters, are required (glasses permitted).
2. Ability to see all work areas to clean and maintain.
3. Ability to hear the conversational voice with or without a hearing aid is required.
4. 100% use of arms, hands, legs, feet, shoulders and back or sufficient use of arms, hands, legs, feet, shoulders and back to accomplish the job.
5. Strength and endurance as required to perform sustained heavy labor and to lift and move objects weighing up to 100 pounds safely. Ability to stand for long periods of time.
6. Work requires flexibility and agility to perform a variety of physical labor, including ability to climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, walk, stand, push, pull, lift, grasp, reach with hands and arms, use fingers to handle objects, operate tools, computers and/or controls, and the ability to perform repetitive motions during an eight-hour shift.
7. Ability to shovel snow.

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8. Individual must be capable of being exposed to inside and outside environmental conditions, hazards, and atmospheric conditions during the performance of their duties.

If these physical requirements change, then a functionality evaluation will be administered through the Board of Education for continuation of service.

EVALUATION:

The Director of Buildings and Grounds and the Building Principal jointly, with input from the Business Administrator, shall evaluate the Head Custodial employee in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.