



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **FOREMAN OF CUSTODIANS**

#### **QUALIFICATIONS:**

1. Possesses high school diploma.
2. Holds and maintains valid New Jersey Certification for Pesticide Applicator in category 3A and 3B.
3. Holds a valid State of New Jersey driver's license for Board of Education vehicles.
4. Holds a current State of New Jersey Black Seal Low Pressure Boiler License.
5. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
6. Has previous experience in the supervision of personnel and as a custodian.
7. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and/or acceptable.

**JOB GOAL:** To oversee the work of Head Custodians.

**REPORTS TO:** School Business Administrator/School Board Secretary or designee.

#### **PERFORMANCE DUTIES**

1. Work Performance/Work Traits
  - a. Assists the School Business Administrator/School Board Secretary in the coordination of work between and among Maintenance, Grounds, and Custodial personnel.
  - b. Meets periodically with all Head Custodians to plan work schedules and critique past activity.
  - c. Maintains the custodian rotation/overtime schedule.

- d. Assists the School Business Administrator/School Board Secretary in the preparation of the budget as it relates to custodial supplies and equipment.
  - e. Assumes responsibility for the order, maintenance and inventory of all central warehouse supplies.
  - f. Assists in the interviewing, hiring and evaluation of custodial personnel.
  - g. Prepares and distributes checklists of building conditions in accordance with district policy and procedures.
2. School and Community Relations
- a. Coordinates facility usage by school and community groups.
  - b. Cooperates and shares professionally with other members of the staff.
  - c. Keeps the School Business Administrator/School Board Secretary or designee informed about activities and accomplishments in the district custodial staff.
3. Professional Improvement
- Participates in staff development opportunities to enhance job-related skills and knowledge.
4. Other Assigned Tasks
- Performs any other such tasks or assumes such other duties as may be required by the School Business Administrator/School Board Secretary.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary as established by the Holmdel Township Board of Education.

**EVALUATION:** Performance will be evaluated in accordance with provisions of Board's policy on the Evaluation of Non-Certificated Staff.

**SOURCE:** Regular Board Meeting  
**DATE:** March 17, 1993  
**REVISED:** June 14, 1995