



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: HEAD CUSTODIAN**

## **QUALIFICATIONS:**

1. Possesses high school diploma or equivalent training/experience.
2. Holds a valid State of New Jersey driver's license for Board of Education vehicles.
3. Holds a current State of New Jersey Black Seal Low Pressure Boiler License or is able to secure one within the one year of employment and maintain thereafter on a yearly basis.
4. 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.
5. Is able to work independently.
6. Shows aptitude or competence to coordinate and provide direction to custodial staff of the building to which he/she is assigned.
7. Has a minimum of five years of successful experience as a custodian or in a similar position.
8. Demonstrates knowledge of fire/safety laws and proper handling of hazardous materials.
9. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
10. Such alternatives to the above qualifications as the Board of Education may find appropriate and/or acceptable.

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

**JOB GOAL:** To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

## **PERFORMANCE DUTIES**

1. Work Performance/Work Traits

- a. Keeps building and premises including sidewalks leading to building and other structures on school property neat and clean.
- b. Ensures daily cleaning of floor of classrooms, offices, special rooms, corridors, stairs, entrances, lobbies and cafeteria.
- c. Oversees a floor program to follow an established plan as outlined for each building: including sweeping, dry mop, wet mop, vacuum, shampoo, strip, seal and wax (during school closings for the Winter and Spring recess periods, NJEA Convention, and other times in accordance with district procedures).
- d. Cleans and disinfects daily as needed: drinking fountains as well as bathroom floors, bowls, seats, urinals, and other specified areas.
- e. Tests water level on each boiler daily and keeps a log book for boiler operation daily in accordance with preventive maintenance procedures.
- f. Applies water and fuel treatment to the boiler as directed. Keeps a check on fuel and advises the School Business Administrator or designee when the supply is becoming low in accordance with preventive maintenance procedures.
- g. Cleans and services all univents and filters each summer and throughout the year as needed in accordance with preventive maintenance procedures.
- h. Oils and services all motors and mechanical equipment in all buildings as per manufacturer's instructions and in accordance with preventive maintenance procedures.
- i. Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the seasons in accordance with preventive maintenance procedures.
- j. Performs preventive maintenance in accordance with district policy and procedures.
- k. Ensures that the building and all classrooms are open each day.
- l. Moves furniture and equipment within the building, puts away supplies delivered to the school, and delivers supplies to teachers when requested by the principal.
- m. Makes any minor repairs as necessary.
- n. Sets up and breaks down the seating in the cafeteria as needed for meetings, programs and other activities.
- o. Cleans during the lunch hour as needed and at the close of lunch.
- p. Complies with procedures and local laws for disposal of trash and recyclables.

- q. Coordinates snow removal as may be required under direction of the School Business Administrator or designee.
  - r. Shovels, plows, and/or sands walks, driveway, parking areas and steps as directed/or by established procedure when school is delayed or closed. Clears fire hydrants located on school property.
  - s. Polices grounds surrounding building for any trash or waste on a daily basis to maintain a safe and attractive condition.
  - t. Follows established procedures to ensure staff and student safety in the building (i.e., Locks specified doors to limit building access once school is in session).
  - u. Takes precautions for prevention of fires; has knowledge of what to do in case of fire at school building; and fully cooperates with the principal in all fire drills.
  - v. Remains on the school premises during school hours and during non-school hours when his/her attendance is required.
  - w. Plans and oversees all cleaning and minor repair work, maintaining a high standard of safety, cleanliness, and efficiency.
  - x. Reports any damage of school property immediately to his/her principal in writing.
  - y. Reports any problems with personnel under his/her direction to School Business Administrator or designee.
  - z. Maintains rotating overtime schedule for assigned building and certifies overtime records of custodians.
  - aa. Directs any special set ups required.
  - bb. Participates in interviewing all custodial applicants for building and provides input about the candidates to the School Business Administrator or designee.
  - cc. Contributes information for the preparation of the annual budget of the district's custodial operation then requests the purchase of supplies and equipment as required and as provided for in the budget.
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
  - b. Keeps the Building Principal or School Business Administrator or designee informed about the activities and accomplishments of the building custodial staff.

- c. Facilitates the use of the building by school and community organizations in accordance with Board policy and procedures.
3. Professional Improvement
- a. Participates in staff development opportunities to enhance job-related skills and knowledge.
  - b. Assists in the training of new custodians.
4. Other Assigned Tasks
- Performs such other duties and assumes such other tasks as may be assigned by the Building Principal or the School Business Administrator or designee.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary as established by the negotiated agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance will be evaluated in accordance with provisions of Board's policy and the terms of the negotiated agreement between the Holmdel Township Board of Education and Holmdel Township Education Association.

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