

## HEAD CUSTODIAN

### **QUALIFICATIONS:**

1. Ability to read, write and communicate effectively
2. Ability to lift up to 50 pounds or more
3. One year of custodial experience
4. High School diploma or GED
5. Possession of and the ability to maintain a valid NJ driver's license
6. Black Seal License (recommended, but not required)
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
9. Communication Skills: Requires the ability to provide guidance, assistance and or interpretation to others on how to apply procedures and standards to specific situation. Requires the ability to maintain pleasant working relationships and perform multiple tasks simultaneously.
10. Verbal Aptitude: Requires the ability to effectively present information to students, staff, and community.
11. Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of electrically powered, custodial equipment and handheld supplies and cleaning tools
12. Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; may require ability to calculate decimals and percentages
13. Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
14. ADA Compliance:

#### Physical and Sensory Requirement

Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance may be available to perform unusually demanding physical tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds more than 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, crawling, twisting, balancing, walking, and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion and vision (may be corrected). Hearing must be a normal range as measured by a standard audiogram. A normal sense of smell is required to detect the presence of waste of hazardous materials. Finger dexterity, sense of touch, gripping with fingers and hands

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is essential. As indicated in the Verbal Aptitude section, verbal communicative ability is required in dealing with students, staff, and community.

### Environmental Factors

Tasks are regularly performed with potential exposure to adverse environmental conditions such as: strong odors, fumes, dust, wetness, humidity, machinery, vibrations, excessive noise levels, temperature extremes, disease, pathogenic substances, waste products, electrical or mechanical hazards, and toxic/poisonous agents. Work involves all types of floor surfaces, a variety of facilities, and will include being exposed to blood and body fluids. Work is performed approximately 90% indoors, and approximately 10% outdoors. Rotating shift work is required. Personal protective equipment (PPE) will be provided as deemed necessary.

**REPORTS TO:** Facilities Coordinator, Grounds Coordinator, Building Principal, Night Lead Custodian, or other Designee.

### **JOB GOAL:**

Under direction, the purpose of this position is to perform highly responsible custodial tasks for an assigned school of the district. Employees in this class are responsible for assuring building level work objectives are addressed in coordination with the Facility Director's standard for performance of custodial duties to ensure the students, staff, and community with an environmentally safe, attractive, comfortable, clean and efficient place in which to learn, educate and conduct school activities.

### **PERFORMANCE RESPONSIBILITIES:**

1. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.
2. The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.
  - a. Performs essential functions of the job as described under job title "Custodian" to meet daily demands
  - b. Attends monthly Head Custodian meetings with Facilities Supervisor or other designee
  - c. Oversees work performed by Custodians and Substitute Custodians
  - d. Enters work orders into web based system for repairs
  - e. Submits requests for supplies as needed acting as receiving agent for disseminating custodial supplies and the movement of said items
  - f. Assists in maintaining records of cleaning activities and inventory of equipment and supplies
  - g. Assists in planning, reviewing and monitoring the work of assigned custodial personnel

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- h. Assists in training substitutes and custodial personnel on applicable work procedures, use and application of chemicals and cleaning solvents
- 3. Non-Essential Functions
  - a. Performs non-essential functions of the job as described under job title “Custodian” when necessary
  - b. Maintains cleaning equipment
  - c. Forwards timecards/timesheets to Facilities Director weekly for payroll
  - d. Returns completed work orders to Facilities Director
- 4. Additional Job Functions
  - a. Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of the Barnegat Township School District, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

### TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board’s policy on evaluation of certified staff.

### LEGAL REFERENCES:

N.J.S.A. 13:1F-19	School Integrated Pest Management Act
N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:17-3	Tenure of janitorial employees
N.J.S.A. 18A:17-41	Rules and regulations governing janitorial employees
N.J.S.A. 18A:36-3	Display of flag
N.J.S.A. 18A:41-1	Fire drills
N.J.S.A. 18A:41-2	Fire and smoke doors closed
N.J.S.A. 34:5A-1 et seq.	N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1	License Necessary
N.J.A.C. 6:3-4A-4	Requirements of physical examinations
N.J.A.C. 6:24	Comprehensive maintenance plans
N.J.A.C. 6A:26	Educational facilities
N.J.A.C. 17:27	Equal employment opportunity and affirmative action rules
See Particularly:	
N.J.A.C. 6A:26-12	Operations and maintenance of facilities

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N.J.A.C. 12:90-3.4 Licensing of operating engineers and boiler operators  
N.J.A.C. 12:100-4.2 Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.