

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

HEAD CUSTODIAN

QUALIFICATIONS:

1. High School Diploma or G.E.D.
2. New Jersey State Department of Labor Fireman's license.
3. Knowledge of maintenance of machinery and equipment.
4. Knowledge of maintenance of machinery in heating plant.
5. Knowledge of safety devices and measures used in steam heating boiler operation including proper water levels, draft regulations and cleaning materials.
6. Knowledge of proper storing, safeguarding and usage of equipment, materials and supplies.

REPORTS TO:

JOB GOAL

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Directs all custodial staff within the school.
2. Oversees all custodians engaged in cleaning and maintaining offices, furniture, buildings, as well as caring for grounds and other related duties.
3. Prepares requisitions for the purchase of needed equipment, materials and supplies.
4. Secures equipment, materials and supplies to provide a safeguard from fire, theft, and damage.

TERM OF

EMPLOYMENT:

Twelve (12) months position

BARGAINING UNIT:

CUS

SALARY:

In accordance with Custodian contract.

STATUS:

Hourly____ Salaries____

Exempt____ Non-Exempt____

EVALUATION:

Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

BOARD APPROVAL: _____

Board Approved
7/1/1992

Board Approved
October 26, 2015