

Caldwell – West Caldwell Public Schools

Job Description

Title: **Head Custodian**

QUALIFICATIONS:

1. High school diploma, completion of trade school, or equivalent
2. Five years of successful experience as a head custodian or the equivalent
3. Black Seal Boiler Operator License
4. Ability to communicate clearly in written and verbal form
5. Knowledge of efficient custodial operations
6. Valid New Jersey Driver's License
7. Such other qualifications as may be specified

REPORTS TO: Building Principal

RESPONSIBILITIES:

1. Direct and take the lead in operating and maintaining the heating and ventilating equipment, firing boilers, pumps, and compressors
2. Direct and take a leading part in the work involved in the cleaning and maintenance of desks, chairs, rugs, lighting fixtures, as well as in the sweeping, washing, and waxing of floors
3. Maintain a high level of safety, cleanliness, and efficiency in the school building under the direction of the building principal
4. Monitor the time records of all custodial employees in the school and certify them to the Supervisor of Maintenance and Operations
5. Maintain an inventory and recommend purchase of suitable supplies, tools, and equipment to the Supervisor of Maintenance and Operations
6. Receive and store incoming supplies and distribute and supervise the proper use of same
7. Perform minor repairs which require immediate attention
8. Assure that surrounding grounds and parking areas are free of excessive debris, paper, and leaves

9. Deal with emergency repair and vandalism problems as directed by the Supervisor of Maintenance and Operations
10. Make weekend and holiday security checks of the school building
11. Perform other assigned tasks as established by the building principal or Supervisor of Maintenance and Operations