

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Lead Custodian**

### **QUALIFICATIONS:**

1. High school diploma
2. Five years of successful experience as a school custodian or the equivalent in custodial service in other institutions
3. Black Seal Low Pressure Boiler Operator License
4. Such other qualifications as may be specified

**REPORTS TO:** Head Custodian

### **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