

**RIVER VALE BOARD OF EDUCATION  
RIVER VALE, NEW JERSEY**

**JOB DESCRIPTION**

**TITLE:** HEAD CUSTODIAN

**QUALIFICATIONS:**

1. Black Seal License; high school diploma or equivalent training
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board
3. Supervisory ability
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Building Principal/Buildings and Grounds Supervisor

**SUPERVISES:** All custodians under his/her authority

**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.

**Specific Duties and Responsibilities:**

1. Assumes responsibility for the opening and closing of the school each day.
2. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities.
3. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
4. Plans and oversees all maintenance and repair work in the building.
5. Participates in the selection, assignment, scheduling and training of the custodial staff.
6. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.

7. Monitors the time records of all custodians in the school and certifies them for salary payment.
8. Evaluates the performance of custodians in accordance with board policy.
9. Completes custodial reports, building condition reports and other records as required.
10. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
11. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
12. Maintains preventative maintenance logs and other records as required.
13. Performs related duties as required for daily operation of the school.

**TERMS OF EMPLOYMENT:**

Work year and salary to be determined by the Board of Education..

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

**BOARD APPROVED:**

**9/7/2010**