



UPPER SADDLE RIVER SCHOOLS  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

**I Title:** Head Custodian

**II Qualifications:**

- A. Black Seal License
- B. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.
- C. Supervisory ability
- D. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III Primary Function:** 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.

**IV Reports to:** Supervisor of Buildings & Grounds/Principal/Business Administrator

**V Major Duties and Responsibilities:**

- A. Assumes responsibility for the opening and closing of the school each day.
- B. Schedules daily tasks, supervises work of custodians, and participates in daily cleaning of facilities.
- C. 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.
- D. Plans and oversees all maintenance and repair work in the building.
- E. Participates in the selection, assignment, scheduling and training of the custodial staff.
- F. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
- G. Monitors the time records of all custodians in the school and certifies them for salary payment.
- H. Evaluates the performance of custodians in accordance with board policy.
- I. Completes custodial reports, building condition reports and other records as required.

HEAD CUSTODIAN

- J. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
- K. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
- L. Maintains preventative maintenance logs and other records as required.
- M. Performs related duties as required for daily operation of the school.

**VI Terms & Conditions of Employment:** 12-month position with salary, benefits, and other terms as defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.

**VII Evaluation:** Annually by primary supervisor as designated by law, policy, and contract.