

## **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

### **JOB DESCRIPTION**

- TITLE:** Head Custodian
- REPORTS TO:** Principal/Building and Grounds Supervisor
- SUPERVISES:** All custodians in his/her building
- QUALIFICATIONS:** High school diploma or equivalent training  
Ability to read, write and communicate effectively  
Black Seal License  
Minimum experience in plant operation and maintenance;  
cleaning methods and procedures; repairs; security; heating  
and ventilation as determined by the Board  
Supervisory ability  
Demonstrated knowledge of fire/safety laws and proper  
handling of hazardous materials  
Required criminal background check and proof of US  
citizenship or legal resident status
- JOB GOAL:** To oversee the custodial operations of individual school  
facilities to ensure a safe, clean, and comfortable school  
environment; to carry out administrative tasks required to  
maintain and operate the plant to the required standards.

### **PERFORMANCE RESPONSIBILITIES:**

1. Assumes the responsibility for opening and closing the school each day.
2. Schedules daily tasks, supervises the 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. Trains custodial staff.
6. Maintains an inventory and recommends purchase of supplies, tools, equipment and fuel.
7. Establishes contingency plans to assure building cleanliness in the event of staff absences.

Head Custodian (continued)

8. Maintains effective communication between the Maintenance Department and the building administration.
9. Performs custodian functions as identified on the schedule of custodian responsibilities.
10. Provides assistance on an as needed basis for the school lunch program.
11. Monitors the time records of all custodians in the school and certifies them for salary payment.
12. Provides information to the administration for the evaluation of the performance of custodians at his/her school.
13. Completes custodian reports, building condition reports and other records as required.
14. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
15. Ensures that all fire/safety and environmental laws and regulations relating to plant maintenance and operation are enforced.
16. Maintains preventative maintenance logs and other records as required.
17. Performs such other duties as may be assigned.

2/09

Approved: 5/12/09

JD/Maintenance