

## **MONMOUTH REGIONAL HIGH SCHOOL**

### **SUPPORT STAFF**

**TITLE**                      **HEAD CUSTODIAN**

**QUALIFICATIONS:**

1. Black Seal License
2. High school diploma or equivalent training/experience
3. Supervisory skills
4. Minimum experience in plant operation; cleaning methods, procedures and security; as determined by the board.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Demonstrated and sustained ability to perform all the necessary physical and mental functions of active job performance

**REPORTS TO**              Foreman of Buildings and Grounds

**JOB GOAL**                To oversee evening and summer custodial operations and provide students and staff with a safe, clean and comfortable environment

### **PERFORMANCE RESPONSIBILITIES**

- 1)        Assists in the selection, assignment, scheduling and training of members of the custodial staff.
- 2)        Assists in planning and overseeing housekeeping duties in the building, maintaining a high standard of safety , cleanliness and efficiency.
- 3)        Assists in evaluating the custodial staff on a regular basis.
- 4)        Reports all needed supplies and repairs beyond his capabilities to the Foreman of Buildings and Grounds
- 5)        Strives constantly to promote the safety, health and comfort of the students and employees
- 6)        Is responsible to make sure all set up and break down is done for scheduled activities during the week and week-ends in coordination with the Foreman of Buildings and Grounds
- 7)        Responds off hours to emergency calls when requested

- 8) Is responsible to insure productivity of men/women and to make sure people are working scheduled shift or that the shift is covered if the Buildings and Grounds Foreman has not arranged for coverage
- 9) Responsible to respond to administrative needs in the evening hours
- 10) Schedules daily tasks, supervises work of custodians and participates in the daily cleaning of facilities
- 11) Maintains an inventory of, distributes and recommends purchase of supplies, tools and equipment and distribution
- 12) Monitors the time records of all custodians in the school and certifies them for salary payment
- 13) Performs related duties as required for daily operation of the school
- 14) Acts as a liaison between Foreman of Buildings and Grounds and the evening shift
- 15) Coordinates all evening and week-end activities of the custodial staff
- 16) Coordinates group tasks as directed by Foreman of Buildings and Grounds
- 17) Other such duties as may be assigned

**TERMS OF EMPLOYMENT**      Salary and work year to be determined by the Board of Education

**EVALUATION**                      Performance of this job will be evaluated by the Foreman of Buildings and Grounds  
First Year: no less than three (3) times per year during the first twelve (12) months of service.  
Second Year forward: not less than two (2) times per year after the first anniversary date.

**Approved December 16, 1997**

