



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

Job Description

Job Title: Assistant Head Custodian
Department: Buildings & Grounds
Reports To: Operations Foreman
Salary Guide: WWPSA
Prepared By: Patrick Duncan
Prepared Date: January 16, 2020

SUMMARY: To clean, maintain, and secure the facility and supporting structures of the school district by performing the following duties, as well as other duties assigned by the supervisor deemed necessary for the wellbeing of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including the following. Other duties may be assigned.

- Performs daily housekeeping/cleaning assignments (e.g. classroom, offices, gym, restrooms, cafeteria, multi-purpose rooms, hallways, grounds, etc.) as directed by the building head custodian and/or their supervisors.
- Prepares site for daily operation (e.g. doors, gates, alarms, lights, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Open designated areas and turn off night-lights in the mornings.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Check for and report vandalism.
- Clean up after accidents or illnesses.
- Restock supplies in all restrooms.
- Properly remove all trash and garbage as directed and observe all policies, procedures and laws for the disposal of trash and waste materials.
- Care for all campus floors and carpets in an efficient manner.

- Sets up and breaks down for school activities/special events and assists visitors as needed.
- Observe all rules of upkeep of assigned equipment to include but not limited to regular cleaning and scheduled service.
- Perform outside work including but not limited to grass cutting, pruning and trimming of shrubs and trees, weeding, snow removal
- Inform administration and supervisors of repairs requiring work orders.
- Replace light bulbs and tubes as needed.
- Monitors the heating and cooling and air supply temperatures of site.
- Maintain cleanliness of air conditioner filters; return air grills, and vents.
- Monitors operation of boiler and records shift in log books.
- Properly operates and maintains cleaning machinery and equipment.
- Performs minor repair services as needed.
- Perform light painting.
- Provide assistance to building staff members upon requests.
- Must maintain a neat and clean appearance in a district uniform and always wear their district security identification.
- Must perform assigned work practicing all generally accepted safety rules and regulations.
- Must be available to perform emergency snow and ice removal and respond to other emergencies that may arise to provide safe arrival and departure at all district sites.
- Inspect rooftop units for proper operation and maintain.
- Inspect playground equipment for safety make repairs as needed.
- Inspect boiler room for gauge pressure and system functions add treatment to system as needed.

- Assist with bringing heavy packages delivered to building.
- Setup rooms for after school meetings by assembling furniture, desks, tables, and bookcases.
- Repair overhead projector by replacing bulbs, plug ends, cart repairs when needed.
- Setup seasonal outside sports equipment when necessary
- Have daily meetings with Operations Foreman regarding evening activities and problems.
- Participates in meetings, workshops, and trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Perform other duties as assigned by the Principal or designee; or Director of Buildings and Grounds or designee; or, Operations Foreman.
- Coordinates work activities, monitors/inspects work of custodians, and provides feedback to immediate supervisor.
- Assist in training staff on proper cleaning procedures and on the use of cleaning equipment and district approved cleaning agents.
- Follows up on staff complaints and attempts to resolve issue.
- Assist with inventory control by submitting supply request, distributing supplies, and conducting daily inspection of custodial equipment. Distributes and collects keys assigned to custodians.
- Ensures all assigned employees are aware of and comply with government, and district policies, procedures, and regulations.
- Must be able to use the following equipment: wet vacuum and mops, carpet extractor, vacuum, scrubber/buffer, hand truck, hand tools, auto scrubber, dolly, ladder, lawn equipment, snow blower, snow shovel, lawnmower, pruner and edger. Any other equipment that may be deemed necessary to complete assignment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must obtain the ability to write routine reports and correspondence effectively.
- The ability to speak effectively before groups of employees.

- Respond promptly to building alarms and emergencies.

QUALIFICATIONS:

1. Minimum High School diploma or equivalent
2. Experience in custodial and cleaning operations preferred
3. In possession of a valid Black Seal Boiler Operator's license or higher or must attain license within twelve (12) months after date of hire
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

SUPERVISORY RESPONSIBILITIES:

Assists Operations Foreman in the management of employees assigned to designated building. Carries out responsibilities in accordance with the districts policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear, speak and write. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, walking, shoveling and scraping. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.

Noise level may be high when operating power equipment. During these conditions, appropriate district provided personal protective equipment such as hearing protection must be worn and used in accordance with manufacturer's directions and district training. Employee may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Ability to communicate effectively in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Ability to work in extreme weather conditions, while wearing appropriate personal protective equipment (PPE). Shoveling snow, chipping ice and operating mechanical equipment in these conditions. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

TERMS OF EMPLOYMENT: Twelve month contract; WWPSA

Board Approval Date: 1/28/2020

Certified by: 
Director of Human Resources