

LACEY TOWNSHIP SCHOOL DISTRICT

Assistant Head Custodian

JOB TITLE: Assistant Head Custodian

REPORTS TO: Head Custodian, Educational Facilities Manager or Building Principal

JOB GOAL: The Assistant Head Custodian serves as the second-in-command within the custodial team, supporting the Head Custodian in maintaining a clean, safe, and well-functioning school environment. This role involves overseeing daily custodial operations, assisting with facility maintenance, and ensuring compliance with safety regulations.

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. Strong organizational and communication skills.
4. Ability to work independently and collaboratively with a team.
5. Physical ability to perform cleaning and maintenance tasks, including lifting and moving equipment. Supervisory ability
6. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
7. Required criminal history check and proof of U.S. citizenship or resident alien status

RESPONSIBILITIES:

1. Assists in the daily opening and closing of the school.
2. Oversees custodial staff in the absence of the Head Custodian, ensuring all cleaning and maintenance tasks are completed effectively.
3. Supports the planning and oversight of maintenance and repair work throughout the building.
4. Monitors and helps regulate heating, ventilation, and air conditioning systems for optimal performance and energy efficiency.
5. Conducts regular inspections of the facility to identify maintenance needs and ensures compliance with fire, safety, and environmental regulations.
6. Assists in the application for permits for work requiring inspections by licensed officials.
7. Completes custodial reports and maintains preventative maintenance logs as required.
8. Helps maintain records for maintenance and repair projects, keeping the Head Custodian informed of their status.

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9. Assists in maintaining an inventory of supplies, tools, equipment, and fuel; recommends purchases as necessary.
10. Ensures custodial supplies are adequately stocked and organized.
11. Participates in coordinating with local emergency responders during fires, emergencies, and drills.
12. Assists in updating safety and security plans and procedures for responding to school emergencies.
13. Works closely with the Head Custodian, Educational Facilities Manager, and School Business Administrator in preparing and implementing the Long Range Facilities Plan.
14. Performs related duties as required for the daily operation of the school.
15. Position may require evening and weekend availability for special events or emergencies.
16. Performs other duties as assigned by the Head Custodian, Educational Facilities Manager and/or Building Principal or designee.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be determined by the Board of Education.

EVALUATION: Performance responsibilities will be evaluated in accordance with established procedures.

Approved by: Lacey Township Board of Education

Revised: October 15, 2024

Date Approved: May 16, 2016

LEGAL REFERENCES:

N.J.S.A. 13:1E-99.11 through 99.39	Mandatory statewide source separation and recycling of solid waste.
N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:17-3, -4	Tenure of janitorial employees
N.J.S.A. 18A:17-41	Rules and regulations governing janitorial employees
N.J.S.A. 18A:41-2	Fire and smoke doors closed
N.J.S.A. 34:5A-1 et seq.	N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1	License necessary
N.J.A.C. 5:11-8.5	Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26	Educational facilities
See particularly:	
N.J.A.C. 6A:26-12	Operation and maintenance of facilities
N.J.A.C. 6A:26A	Comprehensive maintenance plans
N.J.A.C. 6A:32-6	School employee physical examinations

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N.J.A.C. 7:26A-1.1 et seq.	Source separation and recycling of solid waste
N.J.A.C. 8:59-5, 6 N. J.	Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2	Adoption by reference
N.J.A.C. 13:1F-19	School Integrated Pest Management Act

Blood borne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.