

## LACEY TOWNSHIP SCHOOL DISTRICT

### Head Custodian

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- JOB TITLE:** Head Custodian
- REPORTS TO:** Educational Facilities Manager or Building Principal/School Business Administrator
- JOB GOAL:** 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.

### 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. Supervisory ability
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
5. Required criminal history check and proof of U.S. citizenship or resident alien status

### RESPONSIBILITIES:

1. Assumes responsibility for the opening and closing of the school each day.
2. 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.
3. Plans and oversees all maintenance and repair work in the building.
4. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
5. Completes custodial reports, building condition reports and other records as required.
6. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
7. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
8. Applies for permits before beginning work that requires permitting and inspection by a licensed code official.
9. Maintains records to allow the board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits.
10. Maintains preventative maintenance logs and other records as required.
11. Performs related duties as required for daily operation of the school.
12. During fires, emergencies, fire drills, and school security drills, coordinates with local emergency responders.
13. Position may require evening and weekend availability for special events or emergencies.

**Head Custodian (continued)**

14. Assists in updating safety and security plans and procedures for drilling, managing and responding to school emergencies.
15. Assists the Educational Facilities Manager and School Business Administrator with preparation and implementation of the Long Range Facilities Plan.
16. Performs other duties as assigned by the Educational Facilities Manager and/or School Business Administrator/Board Secretary.

**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
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.