

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**Head Custodian**  
**Position**

**REPORTS TO:** Building Administrator and Custodial Supervisor

**RESPONSIBILITIES:**

1. Supervises, evaluates and coordinates the work of all custodians assigned to his/her building, in conjunction with the building principal and the Supervisor of Custodians
2. Assumes responsibility for the security of all Board of Education premises, supplies, equipment and materials. Notifies the Security Supervisor and/or Custodial Supervisor and/or East Orange Police Department/Fire Department of any malfunction to the fire or burglar alarm system before leaving the building
3. Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity
4. Shovels, plows and/or sands walks, driveways, parking areas and steps, as appropriate
5. Checks daily to insure that all exit doors are open and all panic mechanisms are working properly during the hours of building occupancy
6. Raises the United States flag at or before 8:00 a.m. on each school day, and lowers it at or after 3:30 p.m.
7. Cleans classrooms daily and dusts furniture
8. Cleans corridors after school each day and during the day when their condition requires it
9. Scrubs, hoses down and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fixtures daily
10. Washes all windows on both the inside and outside at least twice each year or more frequently, if necessary
11. Keeps the grounds free from debris; removes all graffiti, immediately
12. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition
13. Keeps all floors in a clean and attractive condition and in a good state of preservation

***Job Description for Head Custodian***

14. Cleans all chalkboards at least once a week
15. Makes such minor building repairs as he/she is capable of
16. Promptly reports major repairs needed to Principal and Maintenance Department
17. Ensures the regular maintenance of all motors and other mechanical equipment requiring scheduled servicing
18. Reports immediately to the principal any damage to school property
19. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off
20. Ensures the record keeping of an inventory of supplies, equipment, and fuel on hand and requisitions such needed replacement far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties
21. Conducts an ongoing program of general maintenance, upkeep and repair
22. Moves furniture or equipment within buildings as required for various activities and as directed
23. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste
24. Assumes responsibility for the safe condition of the swimming pool, if the building he/she services has one, making all necessary water tests, backwashing the filters, and refilling the pool as necessary
25. Performs such duties as assigned by building administrator or Custodial Supervisor

**QUALIFICATIONS:**

1. High school diploma (or its equivalent)
2. Must possess a Black Seal License
3. Evidence of good health, as certified by a licensed physician
4. Demonstrated ability to perform all responsibilities
5. Ability to understand and follow verbal and written instructions
6. Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education
7. Required criminal history background check and eligibility to work in the United States

8. All applicants must meet NJ Residency requirements as per "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

## **APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **APPLICANT PORTAL** at:

<https://eportal.eastorange.k12.nj.us/app/applicant/login.php>

## **SELECTION PROCEDURE:**

1. Review of credentials filed with the Superintendent of Schools
2. An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of staff

**TERM OF EMPLOYMENT:**

Twelve-month work year

**SALARY RANGE:**

Negotiated Bargaining Agreement between the EOBOE and the EOESPA

***Approved by the East Orange Board of Education: February 11, 2020***