



HACKENSACK PUBLIC SCHOOLS
191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Assistant Head Custodian	
REPORTS TO:	Head Custodians, Director of Facilities and School Principal	
DATE APPROVED:	Readopted – August, 2019	BY: Board of Education

NATURE AND SCOPE OF JOB:

The Assistant Head Custodian shall assist the Head Custodian and in his/her absence oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; also shall carry out administrative tasks required to maintain and operate the plant to the required standards.

QUALIFICATIONS:

1. Hold a Black Seal License (High Pressure).
2. Commercial air conditioning experience required, refrigeration license (Blue Seal) optional.
3. Have a high school diploma or equivalent training experience.
4. Have supervisory ability.
5. Have a minimum of three (3) years' experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation.
6. Have demonstrated knowledge of fire/safety laws.
7. Hold and maintain a valid driver's license with no serious violations.
8. Have integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate aptitude and competence for assigned responsibilities.
12. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Twelve (12) month work year; salary and benefits as per the Collective Bargaining Agreement; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

PERFORMANCE RESPONSIBILITIES:

1. Helps in the selection, assignment, scheduling, and training of members of the custodial staff as appropriate.
2. Assists the Head Custodian to plan, and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.
3. Monitors the time records of all custodial employees in the school and certifies them for salary payments
4. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
5. Evaluates the performance of the custodial staff on a regular basis.
6. Strives constantly to promote the safety, health, and comfort of the students and employees.
7. Performs related duties as required including custodial duties.

8. Uses computers and/or electronic equipment to fulfill job functions.
9. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
10. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
11. Participates in appropriate in-service and workshop programs and attend any required meetings.
12. Protects confidentiality of records and information gained as part of exercising professional duties, and use discretion when sharing any such information within legal confines.
13. Adheres to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
14. Performs any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.
15. All other duties as assigned by Superintendent.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.