

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: Assistant Head Custodian

QUALIFICATIONS: 1/ Must hold acceptable NJ Black Seal License within one year of appointment; 2/ Good oral and written communication skills; 3/ Excellent customer service skills; 4/ Must be capable of working in an environment in which demands and priorities change rapidly; 5/ Must be self-motivated, aware of surroundings and detail oriented; 6/ Demonstrated ability to function effectively in a diverse school community; 7/ Demonstrated aptitude or competence for Key Duties; 8/ Ability to work cooperatively with other members of the school staff under the direction of the school principal; 9/ Ability to keep necessary records; 10/ Ability to maintain a neat personal appearance and a friendly, cooperative attitude with school personnel, students, PTA, PTSO and the general public; ability to fulfill all other duties as outlined in the Operational Handbook for Custodial and Maintenance Employees; 8/ Required criminal background check and proof of US citizenship or legal alien status; 9/ Ability to work on site during the hours required; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

Responsible to: School Principal and/or Director of Buildings and Grounds, and/or Head Custodian

Job Goal: Under the direction of the building administration, the Assistant Head Custodian supervises and performs custodian duties and operations in an assigned building during times the Head Custodian is not physically present.

PERFORMANCE RESPONSIBILITIES: 1) Align operations in a buildings so that the school plant is maintained in a neat, clean and orderly condition; 2) provide healthful and safe conditions, including proper heating, lighting and ventilation; 3) observe good fire prevention, safety and security rules and practices; 4) provide for the proper care of the grounds, including lawns, shrubs, walks and driveways; 5) receive, check in if required, and store all school supplies under the direction of a designated person of the school staff; 6) maintain necessary records for the adequate operation of the school plant; 7) follow all environmental rules, use safety gear; 8) maintain boilers; 9) Maintains a positive liaison with professional, civic, volunteer and other community agencies and groups having an interest in the school, 10/ Fulfill all other duties as outlined in the Operational Handbook for Custodial and Maintenance Employees; 11/ Works within the context of all board policies, administrative directions and state laws/regulations, 12/ Keeps supervisors and workers informed of problems, events and any conditions requiring further attention, 15/ Aligns work priorities with the district and their supervisor's standards and objectives, 9) Assume other related responsibilities and duties as assigned or within the context of the above major responsibilities and/or illustration of key duties.

Terms: 12 month, salary and benefits as per the MHCA agreement.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.