



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

Page 1 of 2

**POSITION:** Lead Custodian

**QUALIFICATIONS:**

- A. High School diploma or equivalent with the ability to follow and issue oral & written directions and/or instructions.
- B. Trade school background is preferred.
- C. Five years prior custodial or housekeeping experience
- D. Two years experience of demonstrated supervisory responsibilities.
- P. Knowledge of the basic principles of leadership and administrative skills or demonstrated ability to learn.
- F. Knowledge of the basic principles of custodial work such as burnishing floors, extracting carpets, stripping floors and waxing floors.
- G. Familiarity with the basic principles of maintenance work such as carpentry, plumbing & electrical.
- H. Able to operate, or learn to operate, all types of custodial tools, equipment and machinery.
- I. Able to work with all types of cleaner, waxes, solvents, paints, and other common custodial chemicals.
- J. If driving in the District, must have a valid New Jersey driver's license and insurance card. Also, must have a good driving record as demonstrated by a review of same by the Board of Education's insurance carrier.
- K. Must have a New Jersey Black Seal Boiler License or the ability and commitment to obtain one within one year.
- L. Must be flexible to change scheduled shift assignments or work overtime as required by the school district needs.
- M. Able to perform manual tasks requiring moderate physical strength to accomplish the duties and responsibilities noted below in Section V. Also, climbing and



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**Page 2 of 2**

working on roofs from ladders, lifts and scaffolding and in confined areas such as crawl spaces.

- N. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**PRIMARY FUNCTION:** To provide the school district with a physical plant and environment that functions smoothly and is safe, clean, attractive and pleasant. And to accommodate the needs of the academic activities, sports activities, community and non- community functions as regulated by the school district administration.

**BENEFITS:** Benefits are available to full time employees per the negotiated contract.