



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Custodian Supervisor

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Operate and care for hand tools, power tools and equipment and/or vehicles used on the job. Also, monitor the above as performed by custodians.
- B. A majority of the time work will be required without constant supervision.
- C. Shall be required to keep written records and fill out work order forms and logs for jobs and personnel.
- D. Shall be accountable to monitor to see that the crew keeps and maintains all B.O.E. tools, equipment machinery and vehicles safe, orderly and clean.
- E. Take directions (supervision) in a courteous manner from other department management, principals, NSA, superintendents, city officials, etc. Should any questions about your responsibilities in this area arise, immediately contact your supervisor or Director of Buildings and Grounds.
- F. Maintain harmonious and cooperative supervision and working relationships.
- G. Work outdoors in a variety of weather conditions during all seasons of the year. (Rain gear will be provided by the B.O.E.)
- H. Perform and complete work assignments in a safe, efficient and timely manner.
- I. Analyze and scope job assignments in advance for material, tool and manpower needs.
- J. Notify proper administrators and personnel when performing work or construction that may conflict with school or other activities.
- K. When jobs or projects are left incomplete, the area should be left safe, clean and orderly. Also, the proper personnel should be advised of any concerns until the work is complete.
- L. Shall participate in snow and ice removal work involving the use of hand and power equipment associated with such work.



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- M. Shall routinely inspect custodial carts and closets and make sure they are neat, clean and properly equipped
- N. Perform, delegate and monitor all custodial activities in conjunction with all facets of routine housekeeping and all building usage.
- O. Perform, delegate and monitor inventory, product equipment, material requisitioning common to the industry.
- P. Perform, delegate and monitor work order submittals and follow up. Q, Perform, delegate and monitor work schedule and work priorities.
- R. Perform, delegate and monitor record keeping and the checking of the inspection of all equipment common to the industry.
- S. Perform, delegate and monitor the inspection of all assigned cleaning areas, and painting as directed, common to the industry.
- T. Shall perform, delegate and monitor any other reasonable duties as assigned by the custodial supervisor, director of buildings and grounds, superintendent of schools and school principals (especially safety and functional emergency situations).
- U. Work with custodial supervisor and director of buildings and grounds in developing manpower needs, material and supply needs, project plans, preventive maintenance plans, work coordination and work order processing.
- V. Participate with the custodial supervisor and director of buildings and grounds in performing periodic and annual work performance evaluations and/or disciplinary notices,
- W. Perform, delegate and monitor the major duties and responsibilities as described in the custodial job description.
- X. Delegate and monitor work order and project work activity to ensure that the proper scoping and implementation is performed in a timely, efficient and effective manner.
- Y. Participate in the recruitment and selection of new employees. Also, participate in the reassignment, transfer, demotion or dismissal of maintenance personnel.
- Z. Participate in the coordination of overtime and vacation scheduling.
- AA. Fill in when absenteeism occurs.



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- BB. Monitor fuel oil consumption and coordinate fuel deliveries, if applicable.
- CC. Coordinate as required with other group crews, lead personnel, supervisors, etc. to avoid conflict in work activity and timing.
- DD. Inspect all buildings and grounds on a regular basis to determine and ensure that high standards of safety, function, workmanship, cleanliness and security are maintained.
- EE. Assist the department in coordinating inspection agencies, building officials and contractors.
- FF. Insure that all custodians know the security procedures and all fire and burglar alarm operation as applicable.
- GG. All overtime schedules should be coordinated with the custodial supervisors.

TERMS OF EMPLOYMENT: Twelve month contracted position.

EVALUATION: In accordance with board policy.

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

BOE Approved Date:
BOE Review Date: