

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Business/Operations**

**Non-Certified**

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**TITLE: CUSTODIAN MANAGER**

**QUALIFICATIONS:**

1. High School Diploma or the equivalent required; Associate's Degree preferred
2. Valid Black Seal License
3. Education Facilities Manager Certificate (EFMC)
4. Minimum five years of excellent custodial experience preferred.
5. Excellent evaluations and/or recommendations.
6. Strong supervisory and management skills. Ability to respond to emergencies on a 24/7 basis.
7. Ability to plan, organize and lead a team
8. Ability to train new employees on the proper use of cleaning equipment and machines
9. Demonstrate and exhibit leadership and management skills
10. Ability to work independently and make effective decisions.
11. Require the ability to inspect the cleanliness of facilities and areas that may only be accessible by climbing ladders or stairs, bending, reaching on top of partitions, cabinets, bookcases, and ledges, or moving furniture, supplies, or equipment.
12. Must be able to perform indoor and outdoor work as needed.
13. Exhibit positive interpersonal and communication skills to relate well with students, staff, administration, parents, and the community.
14. Ability to maintain a positive working environment.
15. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
16. Have excellent integrity and demonstrate good moral character and initiative.
17. Demonstrate proficiency with electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications; experience in using SchoolDude software program.
18. Current residency in New Jersey, approved residency waiver, or candidate agrees to obtain residency within one year of employment.
19. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form 1-9 in compliance with the Immigration Reform and Control Act of 1986.
20. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
21. 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
22. Pass the state-required Mantoux intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
23. Meet such alternates to the above qualifications, as the Superintendent or designee may deem appropriate, acceptable, and legal.

**REPORTS TO:** Superintendent and/or designee

**JOB GOAL:**

The Custodian Manager performs supervisory work involving the assignment and direct supervision of custodians in maintaining the cleanliness and sanitation of buildings, offices, classrooms, cafeterias, gymnasiums, restrooms, furniture and equipment as well as building entrances and exterior walkways. The Custodian Manager is also responsible for training new employees in proper custodial procedures for the use of manually operated tools, electrically-powered machines, cleaning compounds, solvents and chemicals.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and trains the building custodial staff.
2. Coordinates with building administration all building activity custodial coverages.
3. Assists in the evaluation of custodian job performance and recommends disciplinary action.
4. Inspects the performance of custodial staff members, adjusts work load and assignments to compensate for employee absences and emergencies.
5. Orders and replenishes custodial and maintenance supplies for the building.
6. Performs preventive and corrective maintenance on building environment systems, fixtures and furnishings.
7. Monitors and operates heating, air conditioning, ventilation, water, sewer, electrical and mechanical building environment systems.
8. Checks operation of fire alarm system.
9. Supervises and assist as needed with sweeping, dusting, arranging furniture, empties trash and pencil sharpeners, cleans chalk boards and sets up for activities.
10. Supervises the washing of walls, woodwork and windows, and cleans and polishes metal surfaces.
11. Oversee the cleaning and maintaining of hard and soft surface floors.
12. Wet mops and spot cleans hard and soft surface floors.
13. Coordinates and assists with cleaning, sanitizing and deodorizing restrooms and locker rooms.
14. Coordinates and assists in the maintenance of lawns, landscaping, concrete and blacktop surfaces and playgrounds, including pedestrian walkways snow and ice removal.
15. Operates and maintains security systems and opens and secures building as required.
16. Works a revised schedule during emergency periods and substitutes for other custodial staff when necessary.
17. Shares responsibility for holiday, extended day and weekend activities with other custodial staff.  
Training custodial staff for respective building requirements.
18. Ensures that custodial services meet the needs of the department and the District and establishes custodial guidelines by scheduling work activities and adjusting workloads to compensate for scheduled and unscheduled absences, changing priorities, and special custodial projects.
19. Ensures that the quality of custodial services meets established guidelines by inspecting the work of custodial personnel and directing corrective measures to be taken when necessary to meet those guidelines.
20. Develop an effective team of custodial personnel by instructing all employees in the proper methods and use of materials and equipment for safe and efficient work performance, evaluating individual performances to meet established standards, providing require performance evaluations on custodial personnel and making recommendations regarding the retention of new employees.
21. Assists in hiring qualified employees by participating in the interview process and making recommendations regarding the employment of applicants.
22. Enforces District's rules and policies regarding employee conduct by advising custodial personnel of the District's rules and policies on employee conduct, issuing verbal warnings and written reprimands for violations, and recommending progressive disciplinary action to the immediate supervisor as appropriate.
23. Ensures that custodial personnel have the equipment and supplies necessary to perform custodial services by issuing supplies as needed, completing request form(s) for replacement items, and storing the supplies and equipment in a secure storage facility.
24. Evaluates new custodial supplies and equipment by conducting testing of such items and recommending the appropriateness of their use.
25. Advises the immediate supervisor on the condition of school buildings and facilities by conducting regular inspections of those areas and reporting the results of the inspections with particular emphasis on needed repairs.
26. Ensures that administrative records and reports regarding custodial personnel are accurate and current by reviewing employee time cards or monthly time sheets and monitoring employee absences.
27. Performs daily custodial duties as needed in support of the departmental mission.
28. Provides continuity of custodial services under emergency conditions or unique circumstances by performing custodial duties directly related to the emergency conditions or as the situation dictates.
29. Assists with ensuring that specified contract services are provided by the contractor by inspecting the work performed and advising the immediate supervisor when shortcomings or other deficiencies are noted.
30. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
31. Remains competent and current by attending training and/or courses required by the immediate supervisor.
32. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and/or assigned supervisor, and not otherwise prohibited by law or regulation.

## Custodian Manager (continued)

33. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

### **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 the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered an acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers 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.

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. Pleasantville Public School District reserves the right to modify or interpret this job description as needed.*

**TERMS OF EMPLOYMENT:** 12-month employee, salary, and work year as set by the Board of Education

**FLSA STATUS:** Exempt

Employees in this job classification (job title) are designated as essential employees and must report to work as scheduled when schools are closed due to severe weather and extended holiday breaks.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville BOE

Date: August 20, 2024

### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 CRIMINAL HISTORY RECORD; EMPLOYEE IN REGULAR CONTACT WITH PUPILS; GROUNDS FOR DISQUALIFICATION FROM EMPLOYMENT; EXCEPTION

N.J.S.A. 18A:16-2 PHYSICAL EXAMINATIONS; REQUIREMENT

N.J.S.A. 18A:26-1.1 RESIDENCE REQUIREMENT PROHIBITED

N.J.S.A. 18A:27 EMPLOYMENT AND CONTRACTS

N.J.S.A. 18A:28-8 NOTICE OF INTENTION TO RESIGN REQUIRED

N.J.A.C. 6A:7 MANAGING FOR EQUALITY AND EQUITY IN EDUCATION

IMMIGRATION REFORM AND CONTROL ACT OF 1986, 8 U.S.C.A. 1100 ET

SEQ. NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110, 20 U.S.C.A. 6301

Custodian Manager (continued)

ET. SEQ.