

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

CUSTODIAN/MAINTENANCE FOREMAN

QUALIFICATIONS:

1. Black Seal License preferred.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Director of Buildings and Grounds or his designee

JOB GOALS:

To provide students, staff and community members with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Supervision of custodial and maintenance staff (Supervision for these purposes does not include evaluation of the custodial/maintenance staff).
2. Assists in the maintenance and requisitioning of supplies and materials.
3. Oversees daily operations of custodial and maintenance operations.
4. Assists in the confirmation of overtime events and the determination of employees needed for the task. Does not include scheduling or assignment of overtime.
5. Assists in the scheduling of repairs.
6. Picks up and delivers U.S. mail and packages.
7. Coordinates the setup and arrangement of materials needed for after school activities and athletics.
8. Substitutes for the Director of Buildings and Grounds as needed.
9. Assists the Director of Buildings and Grounds as needed.
10. Delivers lunches for the Food Services Department as needed.
11. Repair and replace locks on lockers and doors.
12. Makes and distributes keys to staff, and maintains control of the key inventory.
13. Scheduling of summer personnel.
14. Scheduling of all work performed during the summer.

15. Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
16. Shovels, plows, and treats the walks, driveways, parking areas, and steps, as appropriate.
17. Scheduling of all motors and other mechanical equipment for routine servicing.
18. Checks daily to insure all exit doors are operating properly when the building is occupied.
19. Reports major repairs to the Director of Buildings & Grounds, or his designee in a timely manner.
20. Reports any damage to school property immediately to the Director of Buildings & Grounds, or his designee.
21. Performs other duties as required.

TERMS OF EMPLOYMENT:

Twelve (12) month year – salary and work year to be established by the Board of Education

ANNUAL SALARY:

To be established by the Board of Education, in accordance with EEA/BOE bargaining agreement

EVALUATION:

This position will be evaluated by the Director of Buildings & Grounds in accordance with Board policies.

APPROVED:

January 18, 2017