BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Head Working Custodian

DEPARTMENT: Physical Plant

FUNCTION: Cleans and maintains the buildings, including classrooms, corridors, offices and washrooms. Plans and leads activities of all custodians and other personnel assigned to the shift.

REPORTS TO: Director and Supervisor of Custodial Services

SUPERVISES: Leads work but does not function as a formal performance manager

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Plans and leads activities of all custodians and other personnel assigned to the shift; assists the Director and/or Supervisor of Custodial Services in making work assignments.
2. Trains and works with custodians as needed to accomplish departmental objectives efficiently and safely.
3. Performs general cleaning duties, including sweeping, mopping, scrubbing and polishing the floors; polishes metal fixtures and trimmings; and provides supplies in lavatories, showers and rest rooms.
4. Performs minor maintenance services such as tightening loose nuts and bolts, painting, etc.
5. Maintains the cleanliness and orderliness of custodial spaces.
6. Setting up and cleaning up for a wide variety of events including moving tables, chairs, furniture and decorative items based on logistics for events provided.
7. Assists in cleaning outside walls and roads; removes snow and ice and applies salt.
8. Follows sound safety procedures at all times.
9. Regularly inspects general areas of facilities and reports and irregularities to the appropriate individual(s).
10. Prepares list of materials to ensure adequate inventory to complete assigned projects.
11. Performs additional tasks or duties as assigned by the Director and Supervisor of Custodial Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses solid working knowledge of custodial procedures, including set ups and furniture moves. Exhibits strong skills in:
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** High School Diploma or the equivalent required.

**Experience:** Minimum of 4 years custodial experience and:
• Have a valid New Jersey driver’s license
• Be able to work any shift any day of the week
• Be able to lift up to 75 lbs.
• Be able to bend and kneel
• Be able to climb stairs and ladders, use hand tools, work in hot and cold temperatures, wear protective equipment including eye glasses, gloves, hard hat, and coveralls
• Be able to see small objects, work alone, and twist objects (including but not limited to brooms and brushes)
• Read, write and speak English and understand material data sheets.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________________ Date: ____________
Name/Title

Approved by: ___________________________ Date: ____________
Name/Title

Reviewed by: ___________________________ Date: ____________
Human Resources

Board Approval: ___________________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**