

610.02

MORRIS SCHOOL DISTRICT
Job Description

TITLE: Building Custodial Foreperson

REPORTS TO: Director of Facilities and/or designee

QUALIFICATIONS:

- ☐ Must possess Black Seal Boiler License
- ☐ Must be able to fairly evaluate the appointed custodial staff for individual performance and renewal of annual contracts and help to evaluate newly assigned staff during their period of probation
- ☐ Demonstrated ability to work well with others
- ☐ Visual ability to read handwritten or typed documents
- ☐ Ability to lift 50 lbs. frequently
- ☐ Ability to climb stairs, ladders and scaffolds, bend, stoop, push, pull, reach and kneel.
- ☐ Such alternatives to the above as the Board of Education may find appropriate and acceptable

RESPONSIBILITIES:

1. Cooperate with the Principal of building to assure the safety and welfare of all persons in the school building.
2. Ensure proper care and cleaning of the assigned building and associated grounds.
3. Develop, with the assistance of the Director of Facilities, a daily work schedule for each custodian assigned to his/her building. Provide a copy of this schedule to each custodian.
4. Supervise the performance of custodians assigned to his/her building and instruct them on the basic mechanical functions of the building, which should include the location and use of gas and water shutoffs, lights, boiler shutoff, fire extinguishes.
5. Supervise and instruct building custodians on the proper use and maintenance of all custodial equipment and all required health and safety procedures.
6. Keep reasonable inventories of all custodial supplies and custodial equipment in use.
7. Perform all needed minor maintenance work in the building, such as repair of locks, the oiling of equipment, minor adjustments and report, through a work order to the Director of

- Facilities and Principal, without delay, all items of maintenance which he/she cannot remedy.
8. Maintain walk areas, steps, drives, etc., to ensure they are safe from snow, ice and debris.
 9. Make emergency or temporary repairs to any problem until permanent repair can be made.
 10. Monitor heat ventilation and air to provide appropriate temperature.
 11. Be responsible for all deliveries of supplies, as far as accuracy of delivery and conditions of delivery and for the storage of supplies within the building.
 12. Responsible for the safe opening and closing of the facility buildings. This includes setting proper alarms, making sure all windows and doors are still shut.
 13. Conduct daily inspections, including Saturdays, Sundays and holidays, of the buildings and grounds under his/her jurisdiction, as well as weekly inspections with the Director of Facilities.
 14. Report all acts of vandalism to the Director of Facilities, maintenance department (if they have to make a repair), Principal and police department immediately and stay at the building until all is in order.
 15. Be available to provide needed service on an emergency basis after normal work hours to maintain and repair heating, ventilating and air conditioning systems.
 16. Assign overtime, after securing authorization from the Director of Facilities and approve, by signature, all time sheets for his/her custodial staff.
 17. Operate a variety of powered industrial vehicle equipment and tools associated with building repair and maintenance, preventive maintenance and construction, in a safe and effective manner.
 18. Perform all other duties as assigned by the Superintendent or his designees.

CONTRACT TERMS
OF EMPLOYMENT:

Full-time, 12-months, 8-hour day exclusive of ½ hour lunch

Revised:	September 22, 2014 January 28, 2008
Adopted:	April 22, 1974
By:	Board of Education Morris School District