

JOB DESCRIPTION

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TITLE: Custodial Night Foreman

REPORTS TO: Building Custodial Foreman and the Supervisor of Buildings and Grounds. He shall cooperate and work with the principal of the respective building.

QUALIFICATIONS:

1. Demonstrated ability of skills and knowledge needed to perform in areas of responsibility.
2. Ability to supervise and evaluate custodial work force.
3. Must possess a current Black Seal Boiler License.
4. Must be available to provide needed service on an emergency basis after normal work hours to maintain and repair heating, ventilating and air conditioning systems.
5. Demonstrated ability to work well with others.
6. Such alternatives to the above as the Board of Education may find appropriate and acceptable.

GENERAL RESPONSIBILITY: The Custodial Night Foreman shall be responsible for the proper care and cleaning of the building on his shift through directions from the Building Custodial Foreman. He shall be responsible for the general welfare of all persons in the building on his shift.

SPECIFIC DUTIES: In fulfillment of his general responsibility, the Custodial Night Foreman shall:

1. see that the daily work schedule is completed as assigned by the Building Custodial Foreman and keep him informed of any problem that develops during the time of his responsibility;
2. be responsible for the custodial staff on his shift, their supervision and their safety and welfare within the terms of their working agreement with the Board of Education;
3. know complete building operation and all procedures that are required to maintain a building;
4. make emergency or temporary repairs to any problem on his shift until permanent repair can be made;

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5. be responsible for the securing of the building after his shift;
6. protect the interest of the Board of Education when the building is in use by different outside groups;
7. evaluate the appointed custodial staff on his shift for individual performance and renewal of annual contracts and help to evaluate newly assigned staff during their period of probation;
8. supervise and instruct all custodians on his staff in the proper use and maintenance of all custodial equipment and all required health and safety procedures;
9. supervise the performance of custodians assigned to his building and teach all custodians how to secure the building after school hours and the basic mechanical functions of the building, which should include the location and use of gas and water shutoffs, lights, boiler shutoff, fire extinguishers, etc;
10. perform such other duties in the performance of his general responsibility as may be necessary or desirable as assigned by the Supervisor of Buildings and Grounds or Director of Facilities.

Approved: May 12, 1988
By: Board of Education
Morris School District