

TITLE: CUSTODIAL FOREMAN

QUALIFICATIONS:

1. High School Diploma or Equivalent
2. Possess a valid New Jersey Driver's License
3. Should be experienced in all areas of custodial services and how they are administered
4. Should have a strong working knowledge of custodial supplies, equipment and inventory control
5. Should have strong organizational skills, decision making ability and be able to communicate effectively with staff and members of the school community
6. Possess or be eligible for a valid Black Seal Boiler License
7. Demonstrated competence and familiarity with custodial programs including ability to manage and oversee personnel
8. Require criminal history background check and proof of U.S. citizenship or legal resident alien status is required

REPORTS TO: Superintendent and or his/her designee

SUPERVISES: All custodial personnel (part-time and full-time)

JOB GOAL: To provide a safe and clean educational environment compliance with district, state, and federal regulations. To provide maximum effort and quality of custodial services for the district through the most efficient and effective utilization of the personnel, materials, and equipment.

PERFORMANCE RESPONSIBILITIES:

1. Works closely with Superintendent and or his/her designee to perform the following Administrative tasks:
 - a. Reviews vouchers
 - b. Develops training and workshops with Superintendent and or his/her designee as required.
 - c. Assists in evaluation of Head Custodians in concert with Superintendent and or his/her designee and Building Principal.
 - d. Assists in evaluation of Night Supervisors with Superintendent and or his/her designee, Principal and Head Custodian.
 - e. Assists in evaluation of Custodians with Head Custodian, Principal and Superintendent and or his/her designee .
 - f. Analyze and assist in delineation of work areas of all schools with recognition and understanding of workers strengths and abilities.
 - g. Make recommendations to Superintendent and or his/her designee of custodian hiring.
 - h. Prepare documentation during probationary period and make recommendations for continued employment if appropriate.
 - i. Works with office personnel to maintain daily absentee records and personnel folder on each employee.
 - j. Works with office personnel with respect to and updates educational mandate, as per state requirements for Black Seal Licenses.
2. Works collaboratively with Head Custodians and Night Supervisors on daily operations of facilities with various needs.

CUSTODIAL FOREMAN (Continued)

3. Addresses any custodial issues or other necessary actions as may be required in all emergency situations.
4. Available for emergency calls in school when required.
5. Work with established budget (by others) to ensure that custodial needs are maintained for each fiscal year.
6. Evaluate bids with Purchasing Department for custodial goods and service.
7. Act as emergency liaison between renters and schools personnel.
8. Assist with coordination to Superintendent and or his/her designee for snow removal responsibility for the district with respect to custodial delineated duties.
9. Coordinates with Head Custodians all needs regarding graduation and other special events or rentals: chairs, transportation, musical instruments, personnel, etc.
10. Develops, improves, and evaluates the district's custodial hygienic operations with appropriate personnel.
11. As directed, works as consultant and resource person to key personnel regarding district operational functions.
12. Assumes leadership and responsibility for the preparation and implementation of custodial operating procedures.
13. Investigates all accident reports on custodial employees and makes recommendations on how to prevent them from happening again.
14. Ensure in-service training program for new employees is followed as well as yearly training of all employees of required training. Examples are, Affirmative Action; Harassment, Intimidation, Bullying; and others from time to time.
15. Makes recommendations for purchasing of emergency supplies above bid list specifications.
16. Assumes responsibility for preparing various reports or duties as deemed necessary by Superintendent and or his/her designee or others in Administration.
17. Works to place substitute custodians as required to ensure adequate custodial coverage in district facilities.
18. Works to ensure deliveries of bid equipment and supplies is properly received, warehoused and distributed as necessary.
19. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Business Administrator or his/her designee.
20. Perform any other tasks assigned by the, Superintendent and or his/her designee, Assistant Superintendent of Schools, Business Administrator or their designee, where circumstances prevent assignment through the chain of command described herein.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: June 15, 2016

Revision: 8/27/2019