

JOB DESCRIPTION

Location: MAINT
Effective: Oct. 2014
Approved: AJ



SHELTON SCHOOL DISTRICT #309 Shelton, Washington

CUSTODIAL FOREMAN

JOB SUMMARY:

This position assists in the supervision and overview of custodial services both inside and outside of school buildings. Under the immediate direction and supervision of the Director of Maintenance, this individual will direct the school district's program of daily and project cleaning of buildings and grounds.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

Depending upon individual assignment, the Custodial Foreman performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Establishes and administers schedules and procedures for the regular, ongoing custodial care of all district facilities.
2. Recommends the custodial supplies and equipment to be used and maintains an appropriate inventory.
3. Maintains schedules of work for each individual building, and insures that proper supplies and equipment are on hand in that building.
4. Conducts training sessions with custodial staff as necessary for purposes of hazardous substance awareness, skill enhancement and staff morale.
5. Maintains up-to-date Material Safety Data Sheet records for the district.
6. Establishes and supervises special cleaning schedules; Winter, Spring and Summer break.
7. Inspects each facility quarterly and more often if necessary, and confers with principals and Maintenance Director regarding custodial work.
8. Maintains such records as required.
9. Works varied shifts.
10. Provides custodial support as required to support District Facility Use Policy.
11. Provides input for performance evaluation of custodial staff.
12. Maintains the safety for those who use the school plant:
 - a. Prevent fire hazards.
 - b. Dispose of faulty equipment.
 - c. Prevent accidents from a discernible cause.
 - d. Enforce safety standards and regulations as provided by law and good common sense.
 - e. Make a critical analysis of all hazards within the school system involving possible fire or accident.
13. Ability to follow established district practices.
14. Maintain updated knowledge of school policies and procedures that affect this position.
15. Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to use effective oral and written communication skills.
- Ability to listen and react professionally.
- Ability to drive and work in different locations as needed.
- Ability to work flexible hours.

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- Ability to deal with staff, students, and others in a warm and confident manner.
- Ability to remain flexible to changes in assignments or situations.
- Ability to follow and give directions.
- Ability to work independently with minimal supervision.
- Ability to set priorities.
- Ability to establish and maintain effective working relationships with staff, students and community.
- Knowledge of cleaning methods, materials, and equipment.
- Ability to work independently.
- Ability to maintain accurate records.
- Employees must be physically able to perform the following:
 - Move furniture, equipment, supplies or tools; operate motorized equipment; clean and repaint various exterior and interior surfaces; wash towels and other items related to school functions; pick up and deliver school district mail, supplies, material or equipment; complete various reports as directed and perform related duties as assigned/required.
 - Indulge in sustained physical activities relative to assigned duties.
 - Do standing work for a six (6) hour period.
 - Climb ladders up to 20 feet.
 - Lift and carry up to 75 pounds.
 - Operate vacuum cleaner, buffer and other assigned equipment for a minimum of two (2) continuous hours.

WORKING CONDITIONS:

Classrooms, offices and school environments. Requires frequent standing, walking and sitting. Must be able to speak, hear and see. Requires working outside in inclement weather. Required travel between buildings. May experience frequent interruptions. Required to deal effectively with a wide range of human behaviors in problem solving situations, which may include angry or distraught people. Requires dealing with such unpleasant tasks (with proper gloves, masks and safety procedures) as:

1. Cleaning toilets.
2. Cleaning vomit, excrement and other substances from surfaces including furniture, fixtures, floors and carpets.

Required to attend trainings as necessary for the job.

REPORTS TO: Director of Maintenance.

MINIMUM QUALIFICATIONS:

Education and Experience

High school diploma or equivalent.

Experience cleaning and maintaining carpets, hard floors and wood floors desirable.

Demonstrates communication skills.

Demonstrates high energy and professionalism.

Knowledge of computer applications desirable.

Demonstrates proficiency in basic math including performing operations involving monetary units.

Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.

Deal with problems involving several concrete variables in or from standardized situations.

Read a variety of materials with understanding.

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Special Requirements/Licenses

Valid Washington State Driver's License.

Allowable Substitutions

None.

TERMS OF EMPLOYMENT:

Hours per day and days per week to be determined by the Maintenance Director and the Personnel Office.
Salary and benefits according to the adopted salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provision of Washington State Law and the bargained agreement.