

SECTION: SCHOOL ADMINISTRATION

AREA: SCHOOLS

TITLE: Assistant Building Custodial Foreperson

QUALIFICATIONS:

1. Current Black Seal low pressure boiler license.
2. Knowledge and experience with materials used and the practice and procedures required to clean, maintain and service a large-scale buildings and grounds environment.
3. Ability to establish and maintain effective working relationships with staff members, students and the public as a part of daily routine.
4. Ability to lead, communicate with and effectively supervise the personnel assigned to the building for evening custodial purposes.
5. Organizational capabilities to meet the daily routines and emergency circumstances of the school facility.
6. Ability to lift over 50 lbs., to perform snow removal tasks, and to use heavy cleaning and grounds maintenance equipment.
7. Such alternative or additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Assistant Building Custodial Foreperson is directly responsible to the Building Custodial Foreperson for maintaining his/her location to the levels of custodial performance that conforms to district standards. The Assistant Building Custodial Foreperson is also directly responsible the building principal/administrator and district custodial supervisor(s) in meeting the needs of the building as required to maintain a suitable environment.

SUPERVISORY RESPONSIBILITY:

The Assistant Building Custodial Foreperson supervises and is directly responsible for the building's evening custodial personnel. At the high school level, this is approximately ten to fifteen custodians; at the middle school level, this is approximately eight to twelve custodians. The Assistant Building Custodial Foreperson, jointly with the Building Custodial Foreperson, the principal and the district custodial supervisors, evaluates the building's custodial personnel and administers the Discipline Code for Service Personnel as outlined in the agreement between the Board and the Bridgewater-Raritan Education Association.

JOB GOAL:

The Assistant Building Custodial Foreperson is responsible supervision of the evening custodial personnel and for the cleanliness and proper maintenance of the Bridgewater-Raritan School properties under his/her jurisdiction.

TERMS OF EMPLOYMENT:

Twelve month contract. Benefits as described in Policy 4931, Benefits - District-Wide and Central Office Non-Instructional Personnel (12 month employment).

PERSONAL EVALUATION:

The Assistant Building Custodial Foreperson shall be evaluated in writing at least once each year, by the district Building Custodial Foreperson, the custodial supervisor(s) and the Building Principal/Administrator. The evaluation shall be based in part on the Assistant Building Custodial Foreperson's performance of the responsibilities identified in this position description. See Policy 4022, Evaluation of Staff.

PERFORMANCE RESPONSIBILITIES:

1. Assigns or performs the duty to close the building each night.
2. Inspects the building and grounds and critical areas such as boiler rooms, power room, etc., each evening. Reports any unusual conditions or other items of concern to the Building Custodial Foreperson.
3. Assigns all duties to evening custodians, as directed by the Building Custodial Foreperson.
4. Supervises and assists in the evaluation of evening custodial assignments and personnel.
5. Supervises all evening building custodians for all purposes under the Discipline Code for Service Personnel in the Agreement between the Board and the Bridgewater-Raritan Education Association.
6. Makes necessary adjustments in evening custodial schedules to insure proper cleanliness of building and upkeep of grounds.
7. Provides input and suggests annual school budget needs to insure proper upkeep of buildings and grounds based upon his/her knowledge of those items for which he/she is responsible.
8. Working with the Building Custodial Foreperson, district custodial supervisors, maintains inventories of items necessary for proper maintenance of buildings and grounds.
9. Cooperates with faculty requests for services.
10. Enforces regulations established by Board of Education with respect to building use.
11. Cooperates with outside contracting firms who perform contract work, and reports work progress and completion to the Building Custodial Foreperson.
12. Enforces safety regulations as prescribed by insurance carrier, Board of Education, code enforcement officials and others with respect to custodians and their job requirements.
13. In addition to the supervisory and evaluative duties, performs custodial duties necessary to insure the proper level of maintenance and cleanliness of the building.

17. Trains new custodial personnel.
18. Performs or assigns tasks necessary to perform work orders assigned to building personnel by the Buildings & Grounds supervisory personnel. Assists with maintenance work where capable and available for undertaking assignment.
19. Performs other duties and responsibilities incidental to the position or as assigned by the building principal/administrator and/or district custodial supervisors.

Position Description approved: June 27, 2000