

SECTION SCHOOL ADMINISTRATION

AREA SCHOOLS

TITLE: 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 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 Building Custodial Foreperson is directly responsible to the district custodial supervisors for maintaining his/her assigned location to the levels of custodial performance that conforms to district standards. The Building Custodial Foreperson is also directly responsible to the building principal/administrator in meeting the needs of the building as required to maintain a suitable environment.

SUPERVISORY RESPONSIBILITY:

The Building Custodial Foreperson supervises and is directly responsible for the building's custodial personnel. At the high school level this is approximately ten to twenty custodians; at the middle school level this is approximately four to six custodians; at the elementary school this is approximately one to four custodians. The Building Custodial Foreperson, jointly with 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 Building Custodial Foreperson is responsible 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 Building Custodial Foreperson shall be evaluated in writing at least once each year, by the district custodial supervisors and the Building Principal/Administrator. The evaluation shall be based in part on the 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 open the building each day.
2. Inspects the building and grounds and critical areas such as boiler rooms, power room, etc., each day. Reports any unusual conditions or other items of concern to the principal, the Assistant Principal or building Administrator.
3. Assigns all duties to custodians.
4. Assigns, supervises and evaluates custodial assignments and personnel.
5. Supervises all 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 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 district custodial supervisors, maintains inventories of items necessary for proper maintenance of buildings and grounds.
9. Initiates, inspects and verifies completion of work orders for maintenance necessary for proper upkeep of buildings and grounds.
10. Cooperates with faculty requests for services.
11. Assigns custodial personnel as required for extracurricular school activities and by building use permits when outside groups use facilities. Insures that overtime is being equitably distributed among all custodial personnel.
12. Enforces regulations established by Board of Education with respect to building use.
13. Cooperates with outside contracting firms who perform contract work, and reports work progress and completion to the building principal/administrator and appropriate Buildings & Grounds supervisory personnel.

14. Cooperates with cafeteria personnel to maintain a clean and healthful food service area.
15. Enforces safety regulations as prescribed by insurance carrier, Board of Education, code enforcement officials and others with respect to custodians and their job requirements.
16. 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: 12/21/93