



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Shift Foreman – District  
Custodial

**REPORTS TO:**

Head Custodian and/or  
Chief of Custodians

**QUALIFICATIONS:**

1. Detailed knowledge of cleaning and sanitary methods and the material, tools, and equipment related thereto; ability to lead or direct two or more helpers; ability to post to standard forms and prepare schedules.
2. Possession of Low Pressure Black Seal Fireman's license.

**GENERAL DESCRIPTION:**

The Custodial Foreman is responsible for supervision of custodial operations for his/her shifts.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Supervises and directs the activities of all custodial personnel on his/her shift(s).
2. Responsible for the security, cleaning and operation of the building and implement any directives issued by the Chief of Custodians or his designee during his/her shift.
3. Trains and instructs assigned custodial personnel in the correct performance of their tasks and inspect their work.
4. Reports as soon as practicable, all instances of unsatisfactory performance of subordinate custodial personnel.
5. Aids in evaluating the performance of all custodians on his/her shift in cooperation with the Head Custodian and the Chief of Custodians.
6. Assists the Head Custodian in ordering of materials, supplies and equipment required for the operation of his/her shift.
7. Conducts in cooperation with the Head Custodian a program of preventive maintenance for those items which need periodic attention without specialized tools and personnel.
8. Reports to the Head Custodian the need for specialized maintenance, repair, or improvement of the facility through the operations software for the management of the facility.
9. Serves as the liaison person for the school during building use by outside groups on his/her shift.
10. Reports to the Chief of Custodians or his designee as soon as practicable all instances of damage, fire, vandalism, theft, illegal entry or other unusual occurrences.
11. Performs such other tasks and assume such other responsibilities as assigned by the Chief of Custodians or designee.

**WORK YEAR: Twelve-Month Position.**

**DATE APPROVED:**

February 19, 2013

**BY:**

Board of Education