

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
SEABROOK, NEW JERSEY**

**JOB DESCRIPTION**

**CUSTODIAL FOREMAN**

**QUALIFICATIONS**

1. A custodial foreman must have a high school diploma or a GED. Previous custodial experience is necessary, with supervisory experience preferred.
2. Basic math and problem-solving skills are necessary. In addition, the custodial foreman must be able to both issue and follow written and oral directions.
3. Must secure Black Seal Boiler License within one year of employment.
4. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

**REPORTS TO**

Supervisor of Buildings and Grounds/Business Administrator/Principal

**JOB GOAL**

The cleanliness and safety of a building depends on a well-run custodial staff. A custodial foreman is hired by schools and other institutions in order to efficiently manage a building's maintenance operations.

**ESSENTIAL REQUIREMENTS**

To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The custodial foreman develops a schedule for and oversees the custodial staff. He is in charge of ordering any necessary equipment and supplies, as well as ensuring that the building and its equipment are up to health and safety codes.
2. In addition to his supervisory duties, the custodial foreman must perform routine grounds-keeping, cleaning and other maintenance work as needed.
3. Performs such other tasks (which may require knowledge of other job descriptions) as seem to be appropriate to the Cumberland Regional School Board or Administration.
4. Maintains satisfactory attendance, as defined in District policy and regulations.
5. Arrives 15 minutes early prior to shift to go over daily business.
6. Activates and deactivates building alarms and responds to alarm calls during and after regular work hours.
7. Remove snow from sidewalks and doorways.
8. Other responsibilities as assigned.

**EVALUATION**

Performance of this position will be evaluated by the Buildings and Grounds Supervisor.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **February 12, 2009**  
AMENDED: **December 17, 2010**  
AMENDED: **June 23, 2016**