

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CUSTODIAL FOREMAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, maintain assigned school site and related facilities in a clean and orderly manner; perform a variety of diverse duties with minimal supervision assuring that buildings and grounds are maintained properly and effectively; communicate with school administrators, teachers and other staff regarding custodial matters and related activities; train and provide work direction to custodial staff as assigned.

#### **REPRESENTATIVE DUTIES:**

Maintain assigned school site and related facilities in a clean and orderly manner.

Perform a variety of diverse duties with minimal supervision assuring that buildings and grounds are maintained properly and effectively.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, urinals, showers, floors and related areas; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, windows.

Unclog drains, toilets, sinks and drinking fountains as needed.

Evaluate and assign work orders.

Evaluate, monitor, and order supplies and supply order requests for school and District locations.

Onboard and train substitute custodians

Update Custodial schedule and reassign custodians as needed.

Maintain and repair custodial equipment as needed.

Open/Unlock and Close/Lock school sites and district office departments, as needed.

Assist with providing site and district office custodial coverage for custodial vacancies and reported absences. \_

Clean classrooms, cafeterias, lounges, offices and facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles, clean white boards, blinds and window sills, empty pencil sharpeners, spot mop spills; remove gum, bird droppings, debris and graffiti as needed.

Communicate with school administrators, teachers and other staff regarding custodial matters and related activities; provide assistance and resolve problems as directed.

Perform preventative or minor maintenance to buildings and fixtures as time allows; report other repair and maintenance needs.

Move furniture and equipment; set up meeting rooms, classrooms and other school facilities for special events and meetings.

Turn lights on and off; unlock and lock doors and gates; raise and lower flags.

Maintain security of assigned areas according to established guidelines. Arm and disarm alarms as appropriate.

Wash walks and eating areas as directed; make emergency clean-ups in cafeteria or other areas as needed.

Sweep and hose sidewalks and grounds; pick up or deliver school supplies, furniture or equipment as directed.

Order and maintain restroom and custodial supplies and equipment used in the course of work; receive, distribute and store school supplies; maintain related records and files.

Inspect school plant and other facilities to assure that safety and cleanliness standards are met and work completed according to instructions.

Operate, maintain and provide work direction for the operation and maintenance of custodial equipment; demonstrate the proper and safe use of materials and equipment to assigned personnel.

Check doors, windows and assigned areas for vandalism, report safety, fire hazards and vandalism as appropriate.

Maintain records and prepare reports as required.

Operate power sweeper and other related equipment as needed.

Follow State and Federal regulations regarding chemical and material usage, storage and disposal.

Perform other duties as assigned related to job description.

## **KNOWLEDGE AND ABILITIES:**

### Knowledge Of:

- Proper methods, materials, tools and equipment used in custodial work.
- Cleaning materials and disinfectants used in custodial work.
- Safety practices and work methods; Basic fire, safety and security regulations for school facilities.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Basic principles of training and providing work direction to others.

### Ability To:

- Use cleaning materials, equipment and methods according to pre-determined standards.
- Maintain tools and equipment assigned in clean working order.
- Perform minor, non-technical, unskilled preventative maintenance on equipment, buildings, and fixtures to facilities as assigned.
- Observe and report need for maintenance and repair.
- Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.
- Move objects weighing over 50 pounds using safe and proper methods and/or equipment.
- Understand and follow oral and written directions.
- Work cooperatively and effectively with others.
- Communicate effectively with school administrators, teachers and other staff.
- Work independently with little direction, and Meet schedules and time lines.
- Maintain records and prepare reports.
- Perform manual labor.
- Train and provide work direction to others.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years of custodial experience; lead capacity experience desirable.

## **LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid driver license required. Must obtain First Aid and CPR certification within six months of employment and keep certification up-to-date.

## **WORKING CONDITIONS:**

Work includes indoor and outdoor environment; subject to lifting, climbing, carrying, pushing and pulling; exposure to dust; fumes from cleaning chemicals.  
Subject to exposure to communicable diseases.