



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Custodial Inventory Control and Equipment Repair Foreman

Exemption Status/Test: Nonexempt

Reports to: Director of Facility Services

Pay Grade/Days: 240 Days Maintenance Pay Grade 5

Dept./School: Facility Services

Date Revised: July 2024

PRIMARY PURPOSE:

The purpose of the Custodial Inventory Control and Equipment Repair Foreman position is to ensure the proper maintenance, repair, and distribution of custodial equipment and supplies, support custodial operations through training and inventory management, and assist with various tasks, including snow removal and supervisory duties, to maintain efficient facility operations.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED
Clear and valid Texas driver's license

Knowledge/Skills/Abilities:

Proficiency in reading English to understand work orders, instructions, and manuals for custodial services is essential.
The ability to instruct custodial staff in cleaning procedures and equipment use is required.
Basic computer skills and computer literacy are necessary, with a preference for proficiency in Microsoft Office and inventory systems.
Strong communication, interpersonal, and customer service skills are essential.
The ability to follow both verbal and written instructions is required, along with the ability to engage respectfully with individuals from diverse cultures and backgrounds.

Experience:

3 years in custodial services and maintenance operations
Operating various motor vehicles, including light delivery vehicles is required.
Using material handling equipment, such as dollies, pallet jacks, hand trucks, platform trucks, and forklifts is preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

Custodial Equipment and Supply Management

1. Help assure that custodial equipment is available, maintained, and functioning effectively by assembling and distributing new custodial equipment, providing preventive maintenance and repairs for custodial equipment, and evaluating and recommending the purchase of new custodial equipment.



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2. Support campuses by providing support services, such as delivering custodial supplies to buildings, picking up and storing items delivered to the warehouse, assisting with custodial staff training, maintaining control of supplies and inventory through use of a computerized inventory program, performing routine inventories of custodial supplies and equipment, and assisting with moving and set-up of furniture, equipment, and supplies as needed.
3. Conduct routine property inventory by physically counting various custodial equipment assigned to the department, but not limited to, floor buffers and waxers, vacuum cleaners, and wet/dry vacuums.
4. Unload delivery trucks or pick up cleaning supplies from the custodial storeroom and distribute those items for immediate or future use by manually lifting the cleaning supplies and carrying and/or transporting them using a two-wheel hand truck to the designated storage facility or work area.

Leadership and Support

5. Provides leadership to small groups of custodians by leading or directing custodial activities during scheduled work periods (including weekends and overtime periods).
6. Assist with the development of an effective team of custodial personnel by instructing employees in the proper methods and use of cleaning materials and equipment and providing corrective guidance and assistance when necessary to meet established performance standards.
7. Provide continuity of custodial services during personnel absences or under emergency conditions by performing custodial duties to cover areas without custodial support or directly related to emergency conditions or as the situation dictates.
8. Assist the supervisor in ensuring that specified contract cleaning services are completed as contracted by performing site inspections of areas designed by the supervisor and advising the supervisor when shortcomings or other deficiencies are noted.

Routine Cleaning and Maintenance

9. Perform regular, scheduled, and directed floor and stairs maintenance by using manual tools and equipment or operating powered floor machines to sweep, vacuum, and mop floors and stairs, and strip and wax floors according to prescribed guidelines or specific directions.
10. Clean building furnishings (which may require limited moving of those furnishings) within the assigned area by dusting, washing, and/or polishing office furniture and equipment such as desks, chairs, tables, word processing cabinets, bookcases, file cabinets, end tables, lamps, handrails, heat and air conditioning registers, trophy cases, and similar fixtures.
11. Ensure that lavatories and restrooms are clean and sanitary by following prescribed procedures for sweeping, washing, and/or scrubbing the restrooms, using specific chemicals for foaming and/or disinfecting facilities, restocking all appropriate paper products, refilling soap dispensers, replacing sanitary disposal liners, and removing all trash and waste products from lavatories and restrooms.
12. Clean classroom furniture and equipment (if classrooms are part of the assigned area) by washing whiteboards, realigning classroom desks and/or tables and chairs, dust-mopping and damp-mopping hard surface floors or vacuuming carpeted floors, and collecting and removing all trash and waste products from the classrooms.
13. Clean interior walls by removing adhesive tape, thumbtacks, paper pins, staples, and similar items, and washing and scrubbing (if necessary) the walls with prescribed wall cleaners to remove stains and graffiti.



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14. Wash all interior glass, including windows, mirrors, and door glass by using glass cleaners, squeegees, and paper wipes according to prescribed guidelines or specific directions for use of the cleaners.
15. Remove all trash from assigned areas by collecting trash from various trash containers and receptacles, transporting the trash to designated outside trash dumpsters, and emptying the trash into the dumpsters.
16. Remove all recyclable materials from assigned areas by collecting the recyclable materials from the various labeled containers, transporting the recyclable materials to designated outside recycling dumpsters, and emptying the recyclable materials into the dumpster, ensuring that the dumpster is locked after dumping.

Safety and Emergency Response

17. Use cleaning chemicals properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the cleaning chemicals properly on surfaces or items designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.
18. Assist in preventing accidents resulting from snow or ice-covered walkways by shoveling or sweeping snow or ice from sidewalks and entrances, and spreading salt, sand, or chemicals within the assigned area.
19. Respond to emergency situations that may cause property damage, personal injury, or both, such as water leaks, flooding, overflowing restroom fixtures, accidents resulting in the appearance of bodily fluids (blood, vomit, waste, or urine), broken window and door glass, by following the procedures prescribed for handling each emergency situation within the capability to respond.
20. Perform a measure of building and facilities security by checking assigned areas, buildings, and facilities for safety and security, locking designated office and work areas, and notifying proper authorities when the security of the assigned building or facilities is in jeopardy.
21. Report damage to buildings, facilities, furnishings, and equipment, as well as emergency conditions beyond the capability to handle by contacting either the immediate supervisor or, if not available, District Police immediately upon discovery, and describing the specific conditions.

Additional Responsibilities

22. Prepare classrooms, meeting rooms, auditoriums, arenas, and outdoor locations for special events and activities by moving existing furniture and tarping floors (if necessary), and setting up (erecting) equipment, tables, chairs, portable steps, stages, podiums, curtains, sound shells, and other specifically requested items following set-up plans, diagrams, or verbal instructions.
23. Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
24. Contribute to the overall success of the assigned department by performing other essential duties and responsibilities as assigned.

Supervisory Responsibilities:

None.



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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, personal computer, shop and safety equipment; hand tools; power tools; district truck, trailer or van

Posture: Prolonged sitting; frequent standing, bending/stooping, pushing

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (100–500lbs) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours; frequent district wide travel

Other: All employees are to follow district safety protocols and emergency procedures. The scope of the job requires exposure to and use of chemical compounds for cleaning which may be hazardous and/or cause injury if specific instructions regarding their mixture, application and use are not properly followed.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____