**Job Title**: Custodial Foreman

**Summary**: It is the responsibility of the Custodial Foreman to supervise second shift custodial staff for the safety, maintenance and upkeep of all buildings and ground areas of Community High School District 94.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Identify training needs and implement programs for custodial personnel.
* Cover or find coverage for employees who are absent.
* Keep an updated inventory of all supplies and equipment.
* Evaluate employee performance, conduct employee evaluations, provide support for continuous employee performance improvement, and assist in employee remediation process.
* Assist in the record keeping of departmental personnel issues such as absenteeism, vacations, and other leaves of absences.
* Review facility conditions, establish goals and standards, assist in the assessment of facility care, and develop corrective actions for continuous improvement in the school.
* Work to help coordinate effectively the activities of all programs with building administration, athletics, student activities, and rental groups.
* Assist in locking and securing building.
* Coordinate the use of contractors when departmental personnel are unable to perform certain duties, including cost estimating, data gathering, purchasing services, and providing site supervision.
* Attend departmental and training meetings.
* Follow appropriate procedures during fire, tornado, and other emergency drills.
* Evaluate facilities after events/activities scheduled after school hours/days; informs Supervisor of Building and Grounds of final evaluations.
* Assist in managing and maintaining work order and preventive maintenance program.

**Supervisory Responsibilities**: Custodians

**Education, Certification, and Experience**:

* High School Diploma or its equivalent
* Knowledge of cleaning supplies, equipment, and techniques

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | F | Kneel | F | Lift/Carry > 50 lbs. | F | Push/Pull > 50 lbs. | O | Talk | F |
| Climb Stairs | F | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | F |
| Crawl | S | Lift/Carry 10-25 lbs. | F | Push/Pull 10-25 lbs. | F | Squat | F | Walk  | F |
| Hear | F | Lift/Carry 25-50 lbs. | F | Push/Pull 25-50 lbs. | F | Stoop/Bend | F |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 259 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

 \_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

 \_X\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Supervisor – Building & Grounds

**Classification**: \_\_\_ Administrative

 \_X\_ Supervisory

 \_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

 \_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

 \_\_\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_\_\_ Non-Exempt from overtime under the Fair Labor Standards Act

 \_X\_ Exempt from overtime under the Fair Labor Standards Act