

## **JOB DESCRIPTION**

**Title:** Night Foreman

**Primary Function:  
(Job Goal)**

Working under the general direction of the Director of Buildings and Grounds, provides assistance with the hiring, supervision, planning, coordination and direction of District-wide custodial staff and activities and performs such other related work as required.

**Reports To:  
(Accountability)**

- Director of Buildings and Grounds.

**Physical Abilities:**

- Those Physical Abilities identified in the Custodian's Job Description.

**Qualifications:**

- Those Qualifications identified in the Custodian's Job Description
- Knowledge of ...
  - Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures.
  - HVAC systems and operation.
  - Cleaning materials, disinfectants, tools and equipment used in custodial work.
  - Safety practices and sanitary regulations applicable to school buildings.
  - Principles of supervision and training.
- Ability to ...
  - Read and write in English.
  - Report to work and perform the duties of the position for assigned hours for the entire work week.
  - Work day, evening or night hours as assigned.
  - Effectively direct and instruction others in the performance of custodial functions.
  - Exercise independent judgment and to formulate work procedures within the limits of the position to accomplish assigned task.
  - Develop district wide custodial work schedules.
  - Prepare reports, maintain accurate files and records.
  - Interpret and apply agency directives relating to worker health and safety.
  - Establish and maintain effective, productive working relationships with supervisors, co-workers and the school community.
- Training and Experience ...
  - Equivalent to the completion of the 12<sup>th</sup> grade.

- Must be able to perform mathematical calculations with fractions, decimals and percentages in the U.S. and metric systems.
- Proven experience in reading blue prints, preferred.
- 5 years of increasingly responsible custodial experience within an school district or a large multi-building operation, with a minimum of three years in a lead or had custodial position,
- Completion of formal training in two or more aspects of custodial techniques
- Any combination of training or experience which provides the equivalent level of knowledge and abilities
- Must possess a valid Illinois driver's license.
- Use personal vehicle in the performance of job duties.

## **Performance**

### **Responsibilities: (Essential Duties)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Reports to work on time and performs the required duties for the assigned hours.
- Performs the Performance Responsibilities identified in the Custodian's Job Description incidental to performance of the job responsibilities identified below.
- Recruits, interviews and recommends the hiring of appropriate custodial personnel.
- Assists with providing appropriate training of personnel.
- Supervises custodial staff, including but not limited to direction of the work, re-direction, discipline and evaluation of personnel.
- Reports all personnel actions to the Director.
- Assumes duties of the Director in his absence.
- Leads and directs subordinates while acting as senior member of a work crew.
- Provides Quality control methods and inspections as discussed with Director...
- Conducts daily tours of the District's facilities to assure quality control and security of the premises.
- Confers with principals and other administrators regarding custodial matters such as staffing, scheduling, methods, materials and equipment associated with custodial duties.
- Assists in planning, scheduling and coordination of summer cleaning program and annual cleaning program.
- Assists in administration of in-service and other custodial training programs as are required for the safe and efficient conduct of custodial operations.
- Provides custodial staff with technical information and assistance relating to custodial services, products and performance standards.
- Assists with the custodial substitute program, recruiting, selection, training and assignment of substitute personnel.

- Oversees custodial service support programs such as: equipment repair and replacement, safety programs, insect and pest control.
- Coordinates responses to work orders and requests for individualized services to District sites and programs, including assuring the appropriate set up for Board meetings and special events.
- Monitors HVAC systems during assigned hours, making necessary adjustments.
- Assists in the evaluation of new products, equipment and work methods.
- Requisitions materials and supplies and expedites the flow of materials and supplies to job sites.
- Provides information, prepares reports, maintains records and assists the Director in the administration of the District Wide custodial programs.
- Responds to after hours calls (burglary, fire, high temperature alarms).
- Provides essential customer service to staff and school community.

**Other**

- Assume other duties as may be assigned.

**Terms of Employment:** 261 days

**Evaluation:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Educational Support Personnel.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date

Copy to Employee and Supervisor