

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Custodial Services Foreman	Exemption Status/Test:	Exempt
Reports to:	Executive Director of Safety and Student Services	Auxiliary Pay Grade:	100 (260 Days)
Dept./School:	Student Services	Date Revised:	08/25/2021

Primary Purpose:

Direct and manage custodial services for all district facilities. Establish cleaning schedules and procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:

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

Special Knowledge/Skills:

Knowledge of routine custodial practices and methods
Knowledge of equipment, chemicals, and materials used in cleaning processes
Knowledge of minor repair techniques and building and grounds maintenance
Ability to manage personnel
Effective planning and organizational skills
Effective use of digital systems and digital communication
Bilingual, preferred

Experience:

7 years experience in custodial services
5 years supervisory experience

Major Responsibilities and Duties:

Custodial Management

1. Work cooperatively with principals and facilities managers to ensure a high standard of safety, cleanliness, and efficiency of building operations.
2. Establish and oversee work schedules and procedures for the regular custodial care of all district facilities and special custodial projects. Make work assignments and arrange for substitute custodians as needed.
3. Inspect all district buildings and facilities and schedule cleaning and repairs as needed.
4. Provide training and orientation to all custodians related to cleaning procedures and the safe and proper use of chemicals and equipment.
5. Coordinate the moving and delivery of district furniture, equipment, and other heavy or bulky materials.
6. Direct the set-up of facilities for special events.

Safety

7. Maintain safety standards in accordance with federal, state, district, and insurance regulations and train custodians on proper and safe use of equipment and chemicals.
8. Ensure established safety procedures are followed including lifting and climbing. Make sure tools and equipment are operated and chemicals handled according to established safety procedures.

9. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
10. Follow established procedures for locking, checking, and safeguarding facilities.
11. Follow district safety protocols and emergency procedures.

Inventory and Equipment

12. Evaluate and recommend custodial supplies and equipment to be used.
13. Prepare, implement, and maintain preventive maintenance schedules for custodial equipment. Ensure maintenance is completed and equipment is in safe operating condition. Recommend replacement of existing equipment when necessary.
14. Conduct regular inventory of physical equipment and supplies and maintain accurate records. Order tools, equipment, and supplies as needed.

Other

15. Assist in the preparation of department budget.
16. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
17. Compile, maintain, and file all reports, records, and other documents as required including maintaining accurate information for payroll reporting (timecards, tardiness, and absenteeism).
18. Has regular in person attendance and complies with notification procedures for absences.
19. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of custodians and lead custodians.*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

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

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by _____

Date _____