

**NIGHT CUSTODIAN FOREMAN**

**JOB SUMMARY** Under general direction of the Maintenance & Operations Supervisor, schedule, assign, train, and supervise night custodians who are responsible for the cleanliness and upkeep of district facilities.

**TYPICAL DUTIES** Supervise night custodians, scheduling each one for cleaning of classrooms, office spaces, libraries, kitchens, gyms, cafeterias, auditoriums, and restrooms. Maintain time sheets, absentee reports, and other related documents. Inspect work of night custodians to ensure a high standard of custodial work is maintained. Train night custodians in properly securing buildings, windows, doors, gates, etc. assist in organizing cleaning teams for annual deep cleaning activities, including moving furniture and equipment as needed. Check and ensure that appropriate cleaning equipment is present and operable, and adequate amounts of appropriate supplies are at each site, which includes vacuum sweepers, polishers, cleaning carts, and required cleaning solvents. Maintain communication with the Maintenance & Operations Supervisor for all aspects of custodial cleaning and operations. Perform routine inspections to identify safety hazards and assist the Supervisor in conducting formal building inspections. Provide job orientation and performance training to new employees and substitutes. Arrange for substitutes as necessary. Conduct performance evaluation on employees assigned to you. Perform other related duties as assigned.

**JOB REQUIREMENTS** Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and two years of custodial work with one year of custodial leadership. Practical and technical skill in all aspects of cleaning school facilities.

**Knowledge of:** Eliminating safety hazards by knowing the steps required to perform minor preventative maintenance. Making minor repairs to all equipment utilized by the custodians. Preparing work orders for repairs. Modern cleaning methods and materials used in custodial work and various floor finishes. Principles of training, scheduling, and supervising custodians. Operations, use, and care of custodial equipment.

**Ability to:** Communicate in both oral and written form. Maintain harmonious working relationships with night custodians, members of the public, and all other district employees. Work as a team member as required to accomplish all tasks assigned. Develop and maintain schedules to meet deadlines. Schedule and assign work and evaluate the performance of subordinates.

**LICENSE** Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING  
CONDITIONS**

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.