

## CUSTODIAN - NIGHT CREW FOREMAN

### MAJOR FUNCTION

Supervisory work directing custodians and performing maintenance and house-keeping of school plants, buildings, and facilities.

### ILLUSTRATIVE DUTIES

Assigns and supervises the work of custodial crews either on a night shift or in an area location. Functions as working foreman. Performs cleaning tasks as well as inspecting and causing all areas of responsibility to be properly serviced. Assures that buildings, rooms, plants, etc., are secured after being serviced. Inspects buildings, rooms, and facilities for cleanliness and proper maintenance.

Instructs employees in the proper use of custodial supplies and equipment. Supervises work of custodial employees and evaluates their performance. Instructs custodial personnel in practicing and developing safe work habits. Requisitions and distributes custodial supplies. Maintains and prepares reports of work and materials utilized.

Performs related work as required.

### MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of cleaning tools, equipment, and supplies. Knowledge of cleaning methods, materials, and equipment. Knowledge of school plant rooms, facilities, and other school district buildings. Ability to understand and follow oral and written instructions. Ability to supervise custodial crews and to adhere to cleaning schedules.

Training and Experience: Completion of eighth school grade. Considerable custodial and minor maintenance experience, or an equivalent combination of training and experience.

Pay Grade NCF Bargaining Unit  
12 Months  
Funding Source: Local

Local: #0258  
State: #79025  
EE05: #052  
State Title: Head Custodian