TITLE: **CUSTODIAL FOREMAN**

QUALIFICATIONS:

1. Secondary school graduation supplemented by successful completion of a recognized Building Workers course or equivalency in addition to Supervisory and/or Administrative Management courses.

2. The work requires a sound knowledge of school housekeeping operations and plant equipment as well as proven supervisory capability. The Foreman must also possess the ability to communicate effectively with staff at all levels, outside agencies and contractors.

3. At least five years experience in a responsible position in custodial services.

4. Ability to work without supervision.

5. Have strong interpersonal skills.

6. Ability to write concise, accurate reports.

7. Ability to apply modern custodial methods and procedures.

RESPONSIBLE TO: Supervisor of Custodial Services or his designate.

SUPERVISES: All district custodial staff.

JOB GOAL: Assist in developing and implementing programs to meet the day-to-day plant operations requirements for schools and other board facilities.

To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

Assists the Supervisor of Custodial Services in the following by:

1.   Supervising all custodial staff with emphasis on afternoon shift.

2.   Training instruction to all custodial staff.

3.   Visiting schools and board properties for housekeeping inspections.

4.   Delivering supplies to custodian store rooms, if required.

5.   Maintaining storage areas in good order.

6.   Selecting supplies and equipment.

7.   Assisting in evaluation of assigned staff.

8.   Arranging tests on housekeeping materials and equipment.

9.   Counselling employees with problems of a work or personal nature.

10. Supervising of security arrangements affecting school district property.

11. Directing custodians for community activities as required.

12. Keeping informed of the latest trends, developments and products in the custodial area and encourages innovation and experimentation as appropriate.

13. Maintaining liaison with principals in each school.

14. Submitting written reports monthly on the operation and cleanliness of plant to the Supervisor of Custodial Services.

15. Preparing annual budget.

16. Performing other related duties as assigned.

TERMS OF EMPLOYMENT: Twelve months a year.

EVALUATION

DATE: March 17, 2017   JOB TITLE: Custodial Foreman

Factor		Degree	Points	Substantiating Data
1.	Knowledge	3	45	Completion of Grade 12 plus an additional vocational programme of up to six months.
2.	Experience	9	135	Six years and over.
3.	Judgement	5	50	The job requires the development of procedures.
4.	Concentration	3	30	Almost continuous periods of short duration; **OR** Frequent periods of intermediate duration; **OR** Occasional periods of long duration.
5.	Physical Effort	3	18	Light activity of long duration; **OR** Medium activity of intermediate duration; **OR** Heavy activity of short duration.
6.	Dexterity	3	18	Job requires tasks that demand coordination of coarse movements, where speed is a major consideration; **OR** coordination of coarse and fine movements, where speed isa moderate consideration; **OR**coordination of fine movements, where speed is a minor consideration.
7.	Accountability	4	40	Actions could result in serious loss of time or resources; **OR** cause significant embarrassment within the organization and have limited impact on its public image.
8.	Safety of Others	3	24	Considerable degree of care required to prevent injury or harm to others.
10.	Interpersonal Skills	5	50	Tact, diplomacy and human relations skills are required for frequent contacts of a difficult, specialized or sensitive nature for such purposes as influencing, persuading or securing the co-operation of others.
11.	Disagreeable Conditions	3	30	Minor conditions with frequent exposure; **OR** Major conditions with occasional exposure.
	TOTAL POINTS		440	

APPROVED

On behalf of C.U.P.E., Local 459   On behalf of School District No. 62 (Sooke)

_____   _____   _____

Date Signed:_____   Date Signed: _____