

**qathet School District**  
Class Specification  
**WORKING CUSTODIAL FOREMAN (1.03)**



**DESCRIPTION**

Under the direction of the Operations Manager, Secretary-Treasurer, Principal or designate, the Custodial Foreman is responsible for overseeing the work of all custodians working in district facilities, other than Brooks Secondary School, by ensuring that the facilities are cleaned according to district standards. The Foreman is required to perform all custodial duties and will schedule and coordinate the non-instructional school break custodial work as needed.

**DUTIES AND RESPONSIBILITIES**

- Oversees the work of custodians; ensures custodians understand work and safety expectations and responsibilities
- Assists management in developing, implementing and maintaining the required standards to efficiently maintain cleanliness and safety in the facilities.
- Schedules and coordinates school break custodial work as needed
- Secure all buildings as per instructions in the custodial manual
- Maintain all resilient floors by acceptable methods according to floor finish type
- Vacuum and clean carpets
- Dust/wipe all furniture, counters, ledges and equipment
- Cleans and sanitizes all washroom accessories and classroom sinks and all drinking fountains
- Washes windows, glass partitions, walls, ceilings and all other painted surfaces
- Empty and cleans all garbage containers
- Changes burned out lamps and cleans light fixtures, grills and diffusers
- Maintains the exterior walks and immediate grounds in a safe and clean condition
- Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position

**EQUIPMENT USED**

- Computer skills including e-mail communications and spreadsheet scheduling functions to coordinate custodial work
- Regular speed floor machines
- High and ultra high speed floor machines
- Auto scrubbers
- Wet/dry vacuums
- Manual equipment: dry mops, wet mops, etc.
- Other equipment required for maintaining clean and sanitary standards

## **QUALIFICATIONS AND EXPERIENCE**

### **Education and Experience**

- High School graduation
- One year's experience in institutional, hospital or hospitality industry cleaning or a 'Building Service Worker' certificate
- One year of custodial supervisory experience
- Current WHMIS certificate

### **Knowledge, Skills & Abilities**

- Skilled in the use of computers, developing reports and spreadsheets
- Knowledge of supervisory principles and practices
- Ability to plan and schedule staff
- Ability to monitor quality control standards, provide appropriate feedback and suggest work strategies where required
- Ability to foster a cooperative work environment
- Ability to communicate effectively
- Knowledge of products and equipment related to custodial services, testing methods for new products and equipment
- Knowledge of chemical use
- Skill in the use and care of all custodial equipment
- Skill in washroom and classroom cleaning and floor care basics
- Physical strength to carry/move custodial equipment, large garbage loads, and heavy furniture for major clean-ups
- Must be able to effectively and courteously deal with the public and students as required

## **DIRECTION OF OTHERS**

- Give instructions and directions to other employees as required.

June, 2013