

## ORANGE UNIFIED SCHOOL DISTRICT

### **CUSTODIAL FOREMAN (DEEP CLEANING CREW)**

#### **DEFINITION**

Under general direction supervises and assists in the work of performing deep cleaning of various school sites; and is responsible for the overall cleaning of building and adjacent areas to insure proper standards of cleanliness, sanitation, safety and appearance are met. Plans, schedules and coordinates cleaning activities; plans and coordinates work performed by the deep cleaning crew at various sites. Regularly inspects work performed to insure proper standards are being maintained and performed related functions and responsibilities as required. This position is directly responsible to the Operations Manager.

#### **DISTINGUISHING CHARACTERISTICS**

This position classification requires expertise in the overall cleaning functions including use of cleaning materials, equipment and chemicals. Incumbents have responsibility for planning and scheduling work assignments; inspection for cleanliness, safety and proper use of equipment; and providing support to the Districts educational programs. Incumbents have direct responsibility for the safety, well being and work output of others. The job requires the ability to analyze, develop and offer alternative problem solutions to the functions and custodial issues and concerns. Decisions are made by the incumbent that have an impact the organization and administration of District programs and services. This position classification has supervisory responsibility to assist in the planning, selection, assigning and reviewing the quality and quantity of work of custodial employees.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position classification performs work that involves standing and walking a major portion of the time with occasional periods of sitting and lifting and/or moving up to fifty (50) pounds and on occasion up to one hundred (100) pounds. The incumbent will sometimes push/pull/lift items such as desks, tables, chairs, scrubbing machines. This position requires accurate perceiving of sound, near and far vision, depth perception, unlimited mobility in working with classroom/office furniture, mechanical equipment and tools. It also requires the providing of oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **ESSENTIAL DUTIES**

Plans, supervises and reviews work done by other custodians.

Supervises and participates in the thorough cleaning of a school plant

Insures that all custodians know the cleaning schedule and that work is accomplished in accordance with the schedule.

Confers with principals regarding care and cleaning problems at the school site and informs them of needed maintenance.

Assist custodians with cleaning problems and instruct new custodians in their work.

Analyzes the needs and procurement of materials and supplies.

Orders and maintains an adequate supply of custodial supplies and equipment.

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Adheres to safety requirements and creates a safe working environment.  
Prepares and submits reports as required.

Participates in District inservice programs and meeting as required.

### **QUALIFICATIONS**

#### Knowledge of:

- Methods, equipment and materials used in custodial and building maintenance work.
- Basic equipment and skills used in custodial and preventive maintenance.
- Safe practices in use of cleaning chemicals and equipment.
- Organizing and laying out work for custodial crew.
- Personnel management, supervision and training.
- Human relations in working and communication with others.
- Basic oral and written English usage and vocabulary, writing and math.
- Safe working methods and procedures.

#### Ability to:

- Plan, organize and schedule work activities and staff.
- Supervise and motivate personnel.
- Confer with school and District administrators regarding custodial services and programs.
- Estimate project cost, time and materials, so as to be cost effective and cost beneficial.
- Understand and communicate effectively in oral and written form.
- Maintain cooperative working relationships with those contracted in the course of work.
- Keep accurate records and prepare reports as required.

### **TRAINING AND EXPERINECE**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Training and Experience: Equivalent to high school graduation; three (3) years experience in the custodial or building maintenance trades, including experience in a supervisory capacity. Successful school district custodial management experience is highly desirable.

### **Other Requirements**

License: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.

**Work Environment:** While performing the duties of this job, the employee will regularly work indoors but till occasionally work outdoors. The employee will work near or with moving mechanical equipment. They may occasionally work with toxic or caustic chemicals. The noise level in the environment is usually moderate.