

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: CUSTODIAL FOREPERSON

JOB SUMMARY: An employee hired to perform a multitude of tasks and duties pertaining to the organization and operation of the maintenance, custodial or transportation departments.

Overall, the role of a custodial foreperson involves overseeing the custodial staff (including CUPE and contract staff), ensuring the cleanliness and maintenance of the facility, managing resources, and promoting a safe and healthy environment.

The employee is responsible to the Manager of Operations or designate.

QUALIFICATIONS REQUIRED:

1. British Columbia driver's license
2. Minimum of four years in the Custodial or Maintenance trade
3. Supervisory experience would be an asset
4. Ability to utilize Windows computers including Microsoft Office, Outlook

RESPONSIBILITIES AND DUTIES:

1. Orientation, training, and supervision of custodial staff members. This includes assigning work schedules, providing guidance and support
2. Ensuring compliance with all relevant WorkSafe BC regulations and maintaining a safe environment for students, staff and the public.
3. Collaborating with the management team to monitor the custodial department's budget. This includes determining resource requirements, estimating costs, and making recommendations for cost-effective practices and equipment purchases.
4. Planning and executing major projects such as floor refinishing and/or replacement.
5. Participating and assisting in the development and implementation of the custodial department procedures manual while suggesting changes where required
6. Implementing, compiling, and maintaining maintenance program records and reports.
7. Adjusting shifts to changing department priorities. This may include afternoon, evening, and occasional weekend work
8. Allocating staff, monitoring service levels, addressing complaints and concerns, including meeting with principals to discuss concerns

9. Managing cleaning supplies, equipment, and inventory. This involves ordering, organizing, and maintaining an adequate supply of cleaning materials, tools, and equipment needed for day-to-day operations.
10. Custodial equipment maintenance, repair and replacement (both as needed throughout the year as well as yearly scheduled replacement).
11. Entrance matting, scheduled replacement
12. May be required in the organizing, ordering and if needed replacement of Furnace filters.
13. Performing other job-related duties