

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Night Foreman

Supervisor: Operations Administrators
Building Administrator

FLSA Status: Non-Exempt **Employee Group:** Custodial/Property Services

Qualifications:

1. High School diploma or equivalent
2. Physically able to perform efficiently the duties of the position with or without accommodations
3. Ability to read basic operating instructions
4. Ability to complete work independently
5. Physically able to lift up to fifty (50) lbs with or without accommodations

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day or more

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate daily with the Head Custodian.
2. Supervise night custodians assigned to the building.
3. Demonstrate working knowledge of all custodial areas including tasks, equipment and work processes so that areas worked may serve as a model to others.
4. Responsible for set ups and clean ups for evening events.
5. Complete weekend and holiday building checks or assign designee.
6. Assist in training, supervising, evaluating and motivating.
7. Clean and maintain building interior and premises and assures doors are locked and secured.
8. Follow assigned cleaning schedule.
9. Report building maintenance needs to supervisor.
10. Open and close assigned buildings.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.