

FOREMAN - HOUSEKEEPING

Description of Duties and Responsibilities

Under the direction of the Director of Physical Plant, the Foreman - Housekeeping will be required to accomplish the following:

1. Supervise and direct all Group I and Group II General Maintenance employees and student assistants assigned to duties in the area of building cleaning and sanitation, both inside and outside the buildings.
2. Perform custodial duties when required.
3. Maintenance of plumbing fixtures, flush valve kits, unplug urinals, repair leaking faucets, etc.
4. Minor maintenance of electrical apparatus, buffer cords, switches, changing light bulbs, etc.
5. Minor repairs of other equipment, changing brushes on sweepers, painting, etc.
6. Inventory all custodial supplies monthly, and submit to Director of Physical Plant.
7. Maintain and issue all supplies necessary to perform custodial maintenance in each building.
8. Assume responsibility for follow-up on work orders involving repair of equipment, carpet, tile, and moving or placement of equipment and furniture for special events.
9. Operate all power equipment, buffers, floor finishing machines, etc.
10. Inspect all areas of all buildings each night, turn in report weekly.
11. Correct any maintenance or personnel problem daily.
12. Establish work and vacation schedules. Make required decisions when personnel are absent. Inform Director of Physical Plant of all vacation requests and absences.
13. Assist with the selection of employees to be assigned duties in this area of responsibility.
14. Evaluate at least annually the performance of personnel under his/her supervision and review such evaluations with the employee. New employees should be evaluated at least two times during the first six months of employment.
15. Approval of time cards or attendance reports of employees under this area of supervision.
16. Make recommendations with regard to disciplinary actions relating to custodial employees.
17. Assist in developing training programs intended to upgrade the performance of employees in custodial assignments.
18. Make recommendations to the Director of Physical Plant relative to improvement of custodial maintenance and operational procedures.

19. Assume responsibility for maintaining high standards of sanitation and appearance of the buildings.
20. Keep abreast of developments and products in the areas of building cleaning and sanitation.
21. Develop and standardize housekeeping and sanitation procedures.
22. Assist with preparation of the operations portion of the annual budget including requests for necessary equipment.
23. Evaluate materials and equipment used and make recommendations for improvements.
24. Perform other duties as may be required.