



Job Specification

Job Title: Custodial Foreman
BCAT Code: 805X AA
Pay Grade: G11

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Supervises custodial services for the University's buildings and facilities.

Examples of Duties

- Prepares, organizes and delegates work assignments for subordinates. Ensures that cleaning requests are completed properly.
- Provides training for subordinates in proper custodial methods and procedures as needed. Attends to staffing and personnel issues; assists with addressing attendance and tardiness problems, disciplinary actions, etc.
- Prepares reports on work done by subordinates, employee attendance, safety, personnel issues, etc.
- Inventories custodial equipment and supplies, and prepares orders as needed.
- Inspects facilities and furnishings for needed cleaning/repair; inspects work of subordinates, makes corrections as needed.
- Directs room set-up for special meetings or events.
- Responds to custodial emergencies as needed.
- Performs cleaning duties for absent co-workers.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of proper custodial services practices, techniques, and procedures.
- Considerable knowledge of GSU campus (buildings and facilities) and custodial requirements or needs.
- Considerable knowledge of the operation and use of equipment, tools, and supplies used in building maintenance.
- Ability to perform heavy lifting when required (approximately 30 - 50 lbs.)
- Ability to supervise others.

Minimum GSU Hiring Standards

High school diploma or GED and three years experience in an institutional, industrial, or commercial setting, including two years supervisory or lead worker experience. Criminal background investigation. Valid GA Driver's License may be required for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.