

SPERRY PUBLIC SCHOOLS: JOB DESCRIPTION

Position Title: Night Custodial Foreman (Working Lead Position)

Reports To: Superintendent

Supervises: Custodians

Term of Employment: Position is for 12 months a year and is non-exempt under FLSA status. Typical hours are 4:00 PM to 12:30 AM with a 30-minute lunch, subject to adjustments based on district needs. Salary will be commensurate with skills and experience with \$20.00 per hour being the rate that may be adjusted based on skills and experience. A pre-employment drug test is required.

License Requirements: Valid Oklahoma Driver License (Class D)

Job Goal: Under general supervision, this position acts as a working lead custodian, performing skilled custodial tasks while overseeing the night shift staff custodians to ensure the cleanliness, health, safety, and security of district facilities.

Responsibilities: These statements below are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

Essential Duties and Responsibilities

1. Leadership and Supervision

- Directly supervise the night-shift custodial staff, adjusting work assignments to compensate for absences or emergency needs.
- Provide training and re-training for new and long-term employees, acting as a positive role model.
- Participate in staff evaluations and disciplinary actions; address and correct inappropriate work habits or attitudes.
- Ensure personnel take breaks and return to work at the proper time.

2. Custodial and Maintenance Operations

- Perform general cleaning tasks: sweeping, mopping, vacuuming, and using power equipment to wax/buff floors.
- Sanitize and deodorize high-touch areas, such as restrooms and locker rooms daily.
- Communicate repair needs to the maintenance department via email.
- Remove trash from the facilities on a daily basis.
- Move/set up furniture and equipment as required.
- Performs other duties and responsibilities as required by the Superintendent.

3. Safety, Inspections, and Compliance

- Conduct monthly inspections of exit lights, battery backups, and fire extinguishers.
- Conduct daily playground inspections for trash and/or hazards.

- Maintain current Safety Data Sheet (SDS) files in the custodial rooms for all chemicals used at the facility.
- Secure the buildings at the end of the shift, including locking all doors/windows and setting alarms.

4. Grounds and Energy Conservation

- Maintain sidewalks and clean entryways; assist with snow and ice removal as needed, including after-hours call-ins.
- Implement energy conservation measures: ensure lights are off in unoccupied spaces and thermostats are set to 65°F in winter during unoccupied hours.

Qualifications and Requirements

- Education: High school diploma or equivalent (GED) preferred.
- Experience: Two years of custodial experience in a school district, or 1 year of district experience plus 2 years of non-district custodial experience preferred.
- Physical Requirements: Ability to lift up to 75 pounds, climb to high/difficult places, and perform repetitive motions with wrists and hands.

Employment Provisions

- Termination: Support employees are generally considered at-will for the first year, meaning they can be terminated for any reason that is not unlawful.
- Benefits: Eligible for district-paid health insurance and district-paid contributions to Oklahoma Teachers' Retirement System. Sick leave is accrued monthly and vacation is earned after one year of service.