TITLE OF POSITION/RANK: Site Foreperson

DEPARTMENT: Campus Operations, Rose Hill

RESPONSIBILITIES:

• Applicant required to have skills in leadership and organizational ability.
• Must be knowledgeable in all aspects of methods and materials of cleaning.
• Be able to operate cleaning equipment safely and teach others to work it as well.
• Lead and direct other workers per Supervisors' directives.
• Ensure that all project work is completed in a timely and efficient manner.
• Maintains inventory of machinery (including serial numbers) in each building.
• Maintains written log of all supplies issued to workers.
• Assists in the training of employees.
• Assist Custodial Supervisors in the coordination of special or periodic work and ensures that all necessary material and equipment is available before the start of any significant project.
• Covers for absent workers by redistributing available workforce.
• Report all irregularities to Custodial Supervisors.
• Assists in returning all machinery to the stockroom after day's work.
• Prepares reports of damaged or inoperative building equipment including windows, lights, furniture, plumbing systems, and any forms of vandalism.
• Makes minor repairs such as filling of nail holes, hanging of pictures, curtains, and curtain rods. Touching up areas using paint and brushes.
• Performs other duties as requested.

QUALIFICATIONS:

• H.S. Diploma or GED required.
• Two (3) years prior cleaning experience required.
• Must be able to read and write in English.
• Must have the ability to understand and comply with written and verbal instructions and give understandable information in oral and written form.
• Requires excellent interpersonal skills to instruct and direct staff effectively.
• Must have knowledge of all types of floor machines, cleaning chemicals, high-pressure washers, and any other equipment.
• Driver's license required.
• Must have knowledge, effective and safe use of basic hand-held tools.
• Must be able to lift 70 or more pounds.
• NOTE: Must carry a cellular phone to be available at all times during work shift and in case of emergencies at other times. Knowledge and understanding of hazards when working with cleaning chemicals.

START DATE: ASAP

FLSA CATEGORY: Non-Exempt

SALARY:

$2,390.40 Bi-weekly
(Internal applicants with 3 or more years of service)
$1,912.00 Bi-weekly
(New employees)

HOURS: Monday – Friday, 6:00am – 2:30 pm

SEND LETTER, RESUME TO: custodialrh@fordham.edu

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