

**Building Service Foreman
Northern Illinois University**

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Posted Oct. 14, 2020, expired Feb. 13, 2021

Job Title	Building Service Foreman
Department	Building Services
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Oct. 14, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

Primary Function

Assume responsibility for supervising, coordinating, training, and directing Building Service Workers in performing custodial and sanitation services for the University

Duties and Responsibilities (generally)

Supervise, coordinate, assign and direct Building Service Workers in performing custodial and sanitation services for the University. Review and approve time cards, vacation requests, and other leaves of absence. Conduct performance evaluations for assigned staff.

By example and instruction, ensure that all work is performed in a safe manner. Ensure that the department's methods and guidelines for washroom cleaning and sanitizing, floor care, carpet care, and all other sanitation procedures are strictly adhered to.

Procure and distribute the necessary job related supplies and monitor their proper usage. Assume

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responsibility for the instruction of proper operation, maintenance, cleaning and storage of all equipment. Recommend proper supplies and equipment for the department's use.

Maintain continuing review and evaluation of buildings on campus through daily inspections and interface regularly with building users to ensure their needs are being met. Ensure that all janitor's rooms and storage areas are organized and free of trash. Report all repair needs of equipment and building areas.

Conduct individual and group training sessions with employees to assure proper departmental cleaning procedures are being utilized. Attend departmental meetings. Conduct regular meetings with crew to communicate changes in methods, materials, operations, or policies.

This individual will perform his/her duties under the general supervision of the Supervisor of Building Services. The VP of Administration & Finance may advise in determining priorities for the position in conjunction with the Building Services Supervisor.

Minimum Required Qualifications for this position

1. High school graduation or equivalent.
2. Three years (36 months) of experience in building custodial work.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact