

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

Head Custodian

CLASSIFICATION:

Administrator:

GEEA

ESP:

X AFSCME

 EXEMPT

DEPARTMENT:

Buildings and Grounds

REPORTS TO:

- Director of Buildings and Grounds
- Building Principal

GENERAL RESPONSIBILITIES

The Elementary Head Custodian ensures the safety, cleanliness and maintenance of district buildings in order to provide for the efficient, effective and safe use of district property.

ESSENTIAL JOB FUNCTIONS

- Opens the buildings at start of each day.
- Inspects school each morning to assure building is clean and ready for operation.
- Checks all building systems daily to maintain efficient, effective and safe operation.
- Monitors security system in building and checks daily for vandalism and trash.
- Inspects playground and equipment each day and orders repairs.
- Inspects and monitors grounds for debris each day and removes it.
- Inspects for complaints of fire or safety issues and reports concerns to Principal.
- Maintains cleanliness throughout the building including waxing, mopping, removing trash and recyclables, sweeping, shampooing, etc.
- Maintains storage area in a safe, orderly condition.
- Performs minor repairs.
- Sets up and takes down and cleans lunchroom area on a daily basis.
- Sets up tables, chairs and other equipment for special events and school meetings as needed.
- Provides assistance with bus duty in the morning and afternoon.
- Checks fire extinguishers on a monthly basis.
- Provides minor landscape support around the building.
- Removes snow and salts sidewalks as needed.
- Meets daily with night custodian to coordinate work schedule and activities.
- Informs the Director of Buildings and Grounds, Principal, and appropriate staff of any emergency situations which may arise during the school day concerning custodial and or maintenance systems.
- Interfaces with all levels within the District.

- Requires knowledge of basic plumbing, electrical and HVAC systems.
- Must handle chemical cleaners and supplies.
- Requires experience in using hand tools and small power tools.
- Requires some heavy lifting of 50 lbs. or more and physical labor.
- Requires ability to work in an efficient, organized manner and display initiative.
- Must be able to read, write, understand, communicate and follow directions in English.
- Must be able to work during school holidays, evenings and other times, and during inclement weather.
- Requires good interpersonal skills.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent.

EVALUATION

- The Director of Buildings and Grounds in conjunction with the building Principal.

DIRECT REPORTS TO THIS POSITION

- Night custodian.

WORK YEAR

- 12 month.

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.				X
Climbing ladders, scaffolding, etc.				X
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.			X	
Proofreading and checking documents for accuracy.		X		
Using a keyboard to enter, retrieve or transform data.	X			
Dealing with employees, suppliers and/or customers in high-stress situations.	X			
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.			X	
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.		X		
Looking at computer screen/reading data on PC.	X			

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature