

West Central C.U.S.D. #235

Job Description

TITLE: Head Custodian

PRIMARY GOAL: To supervise custodians in order to provide students a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

SUPERVISES: Custodians

REPORTS TO: Superintendent

QUALIFICATIONS:

1. Completion of high school or sufficient education to carry out verbal and written instructions and reporting procedures.
2. Successful completion of the Illinois specific criminal background check by the Illinois State Police.
3. Completion of a favorable physical examination, including tuberculosis test.
4. Physical strength, dexterity, and ability to do manual work.
5. Working knowledge of cleaning methods, materials, equipment, simple repair skills.
6. Ability to create personable relations with co-workers, building occupants, and public in general.

PERFORMANCE RESPONSIBILITIES:

1. Direct and supervise all custodial staff, ensuring all tasks are completed in a safe and efficient manner to ensure the safety and cleanliness of all school buildings.
2. Ensure and implement a healthy, positive, and respectful relationship between and among the custodial staff and the students, parents, staff, and community.
3. Participate in and complete all mandated trainings.
4. Train staff in the proper utilization, operation, and maintenance of District equipment and processes.
5. Receive, process, and prioritize work orders from buildings, ensuring the proper completion of the work required.
6. Clean and wash floors, walls, ceilings; dust and polish furniture; wash windows; strip, buff, wax, and polish floors; clean and disinfect restrooms. Dispose of recyclables and trash.

7. Maintain grounds by trimming bushes and small trees, weed eating, mowing, and raking grounds as assigned. Snow removal duties as assigned.
8. Assist in building maintenance on a handyman's level by replacing window glass, cleaning gutters and drainpipes, freeing stopped sanitary and sink plumbing, repairing leaks, repairing furniture, painting, replacing lights and ballasts, replacing filters, and performing other related work.
9. Report to the Maintenance Director, building Principal, or Superintendent any needed repairs or unsafe conditions that cannot be corrected by a custodian or the Head Custodian.
10. Assist in regulating heat and ventilation systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity and energy conservation.
11. Maintain building cleaning equipment (i.e. buffer machine, stripper machine, vacuums, etc.) in working condition and cause same to be repaired or replaced as needed.
12. Operate heating, lighting, ventilation, and electrical controls as specified. Perform routine lubrication services and minor preventive maintenance services.
13. For security and energy purposes, check to be sure classroom lights have turned off and windows and doors are closed and locked at the end of the day.
14. Maintain watch over property and grounds against trespassing, vandalism, and fire hazards. Assist with security of facilities. Lock doors at specified times and be sure all exterior doors remain locked during the school day.
15. Provide assistance in unloading supplies and food delivered to the building. Sign receipt for same after checking shipping ticket.
16. Clean corridors during the day when their condition requires it.
17. Wash blackboards and whiteboards daily.
18. Report major repairs needed promptly to the Maintenance Director, building Principal or Superintendent.
19. Keep an inventory of supplies, equipment, and fuel on hand, and requisition such needed replacements from the Superintendent within enough time to allow for the delivery of such supplies when needed.
20. Ensure all material safety data sheets are maintained and available where required.

21. Move furniture or equipment within/between buildings as required for various activities and as directed by the building Principal or Superintendent. Provide service for scheduled school events and for organizations using school facilities in setting up as needed and locking of building following completion of the event.
22. Assist Maintenance Director with required monthly and yearly checks, repairs, or replacement of all exit and Emergency Lighting within assigned area/building.
23. Monitor boiler(s) in absence of Maintenance Director to include: periodic blowdown, change all HVAC related filters, perform operator level maintenance on all air handlers in assigned area/building.
24. Check buildings, boilers, freezers, etc. daily to ensure proper operation on non-attendance days as required.
25. Provide assistance to students, teachers, public, and any other employees as needed and appropriate.
26. Respect the teacher's professional role and his/her right to privacy. Do not interrupt classes or conversations except in cases of extreme emergency such as fire, accident, imminent storm, etc. If the teacher does something that interferes with the building maintenance, report this to the Principal, not to the teacher.
27. A list of specific duties for each position shall be provided in writing by the Superintendent in cooperation with the building Principal. These duties will include cleaning and maintaining specific areas of a building. Night custodians must be alert for instances of vandalism and immediately report any threat to the building to the police. All custodians should be instructed by the Maintenance Director regarding heating, lighting, water cut-offs, etc. to ensure safety of operation.
28. Appropriate work breaks are provided twice (not to exceed 15 minutes each) daily.
29. Take pride in personal appearance as well as pride in appearance and maintenance of assigned school.
30. Any additional duties or tasks as directed by the building Principal and/or Superintendent.

Risk Management – 25% of Job Performance

TERMS OF EMPLOYMENT: The Head Custodian position is a 12-month position. Hours are 6:00 a.m. – 2:00 p.m. Salary and benefits for the Head Custodian position is established by the WCATS contract.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent in collaboration with the Building Principal and Superintendent.