



SCHOOL DISTRICT U-46
JOB DESCRIPTION
ELEMENTARY BUILDING CUSTODIAN
(NON-CERTIFIED), GRADE 2
CLASSIFICATION #21

JOB DESCRIPTION REVISION DATE: 10/4/13

DEPARTMENT / SCHOOL: Highland Elementary

REPORTS TO: Coordinator of Custodial Services

SUPERVISES: N/A

POSITION GOAL: The purpose of this position is to manage the day-to-day operations of the assigned building under the supervision of the Building Administrator and the Coordinator of Custodial Services. This position is responsible for overseeing the daily operation of equipment and mechanical systems, clearly communicating operational problems above their level of expertise to the appropriate person(s), and to maintain a clean and properly functioning building throughout the school day, providing staff and students with a safe, clean, and comfortable environment to learn.

ESSENTIAL FUNCTIONS:

1. Custodial duties, including, but not limited to, mopping, sweeping, floor stripping and waxing, carpet cleaning, restroom cleaning and maintenance, ceiling tile and light replacement, univent and filter changes, furniture repair and assembly/adjustment, minor painting, trash removal, graffiti removal, daily and special event set ups, daily breakfast and lunch program set up and clean up.
2. Responsible to check and log building systems daily and notify Elementary Maintenance Technician and/or Plant Operations of problems.
3. Responsible for completing daily/weekly/monthly inspections of mobile classrooms, fire and security alarms, playgrounds, roofs, back-up generators, boilers and completing appropriate paperwork.
4. Available to work anytime for building emergencies, break-ins, fire, and security alarms. Ability to assess and take appropriate measures to secure the building, notifies appropriate staff, and makes it operational.
5. Maintains inventory and orders supplies as needed.
6. Responsible for initiating, monitoring, and completing work orders and supervisor requests through computerized work order and email systems.
7. Assumes general responsibility for building maintenance and cleanliness, notifying Plant Operations of major problems.
8. Assists Elementary Maintenance Technician and Maintenance and Grounds staff, as needed.
9. Works as a team member with contract cleaners/supervisors to insure building needs are met.
10. Grounds upkeep, including snow removal and salting, playground, and landscape maintenance.
11. Schedules overtime with Plant Operations to cover approved outside activities and special problems.
12. Responsible for snow and ice removal before and after hours during the winter months.
13. Performs other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

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1. Strong interpersonal skills and ability to work cooperatively and effectively with adults, students, and with the various publics that use the facility.
2. Must be cooperative, congenial, and service-oriented.
3. Ability to work independently and as a team with minimal direction to resolve issues.
4. Ability to read and write in English, and perform simple math.
5. Basic computer knowledge.
6. Ability to operate industrial-rated cleaning equipment.

EXPERIENCE AND EDUCATION:

1. High School Diploma or equivalent preferred.
2. One year experience in custodial related duties.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Public contact requiring appropriate uniform as required by the district.
2. Frequently work at fast pace with unscheduled interruptions.
3. High noise level in mechanical areas and boiler rooms.
4. Will work seasonally in warm/humid conditions and in cold/wet conditions.
5. Handling and exposure to various cleaning chemicals used in the field.

PHYSICAL DEMANDS:

1. Ability to sit, stand, kneel, stoop, climb stairs, and walk for extended periods of time.
2. Must be able to lift 75 pounds.
3. Ability to work on ladders.
4. Ability to push/pull 100 pounds.
5. Ability to work in inclement weather for prolonged periods.
6. Overall good physical health and ability to perform custodial related duties.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a 12-month position. Salary and benefits as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel and union contract.

INTERNAL ESSO APPLICATION DEADLINE:

December 14, 2014

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APPLICATION PROCESS:

Applications should be submitted online at <http://www.u-46.org>.

Questions concerning this posting should be directed to Leah Rogers at (847) 888-5000, ext. 7035.

NONDISCRIMINATION NOTICE:

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, gender, age, national origin, ancestry, marital status, unfavorable discharge from the military, disability, or any other legally protected status in accordance with applicable legal requirements. The Non Discrimination Coordinator is the District's Chief Legal Officer or designee who can be reached at 355 East Chicago Street, Elgin, IL 60120, (847) 888-5000, ext. 5305.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____