

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

ASSIGNMENT: Day/Night Custodian

GROUP: CAMEO (Class 1)

FLSA STATUS: Non-Exempt

DEPARTMENT: Facilities & Operations

TERMS OF EMPLOYMENT: 12 Month

LICENSE REQUIREMENT: None

REPORTS TO: Head Custodian/Principal/Coordinator of Custodial Operations

Job Goal: To perform assigned custodial duties so as to provide students with a safe, attractive, comfortable, clean and efficient educational environment. Shall maintain a secure building. Shall attend to the needs of students, staff, and the general public utilizing the building.

Preferred Qualifications:

- Must be able to meet and work effectively with the public, students, and staff, as well as exhibit patience and understanding.
- Must demonstrate exemplary interpersonal skills in dealing with students, staff, and the general public.
- Must have demonstrated leadership abilities.
- Must be able to project a positive image of the district to the public, staff, and students.
- Must be able to develop positive employee attitudes and the value of positive reinforcement.
- Must be able to communicate clearly and effectively and convey expectations among those assigned to the building.
- Must be able to exhibit a spirit of fairness in assigning tasks and working with those assigned to the building.
- Must be able to withstand extreme weather conditions.
- Must have experience in cleaning procedures and minor building maintenance.
- Must be able to lift weight in excess of 75 pounds.
- Must be able to climb ladders of varying heights.
- Must have an attendance history that demonstrates no abuse of sick days.
- Must be capable of understanding instructions and be physically able to perform assigned tasks.
- Must have been rated average or above on each factor on the two most recent Custodial/Maintenance performance appraisal instruments.
- Must have the ability to travel to/from various locations in the district as needed.

Duties and Responsibilities:

- Must be able to know and demonstrate head custodian responsibilities.
- Maintain all equipment used in building maintenance.
- Must report in writing to the Assistant to the Executive Director of Facilities & Operations any observed misuses or needed repair to school property.
- Participate in district sponsored specialized training programs provided to update knowledge and skills.
- Promote and ensure the safety, health, and comfort of students and staff.
- Wear prescribed uniform and appropriate safety equipment while performing job duties.
- Yearly training required by the Department of Labor.
 - PPE
 - Blood borne
 - Asbestos
 - Right to Know

This list of essential job functions is not exhaustive and may be supplemented as necessary by the supervisors.

CORE COMPETENCIES

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

Physical Activity Requirements

- Routine physical activity associated with normal work environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 75 lbs.
- Specific vision abilities required by this job include close visual acuity, viewing computer, and extensive reading.

EVALUATION: Principal with input from the Coordinator of Custodial Operations

10/16