

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Head Custodian

Qualifications:

1. High school diploma or equivalent, or compensating experience
2. Good human relations and communication skills
3. Ability to use standard hand tools
4. Ability to climb a ladder and work overhead
5. Ability to lift objects in excess of thirty (30) pounds in weight
6. Ability and willingness to respond to after-hours calls via landline or mobile phone and work overtime to respond to emergencies (alarm calls, snow removal, emergency storm damage clean-up, etc.) as directed

Reports To: Director of Facilities or designee and Building Principal or designee

Supervises: N/A

Objective: To maintain the building and grounds in a condition of operating excellence so full educational use of them may be made at all times while providing leadership to regular and substitute custodians

Performance Responsibilities:

I. LEADERSHIP

- A. Coordinates cleaning of all areas of the building and grounds in cooperation with administration
- B. Assigns and directs the work of regular and substitute custodians
- C. Assists in training employees on the most efficient but accurate ways to clean
- D. Instructs employees in the methods and use of materials and equipment as required for the performance of their work and maintains established standards
- E. Inspects work of regular and substitute custodians and directs corrective measures to secure satisfactory performance and to meet established standards
- F. Supervises and/or assists with set up and clean up facilities for special events (i.e., meetings, athletic events, building rentals, etc.)
- G. Ensures that all entrances and walks are cleared and safe during/after snowstorms and other weather events
- H. Requisitions and is responsible for the organization and security of custodial supplies and equipment
- I. Maintains and operates the heating and cooling plants and component parts
- J. Maintains building operating records as requested (i.e., milk coolers, freezers, fire alarm reports, etc.)
- K. Provides for building security (i.e., doors, alarm system operation, etc.)
- L. Reports immediately to the principal any damage to school property
- M. Reports needed major repairs to the Operations & Maintenance Department via work order
- N. Responds to after-hours calls for alarms, snow removal, emergency storm damage clean-up, etc. as needed
- O. Makes periodic building security checks for vandalism and maintenance
- P. Completes and submits, in a timely manner, all required reports to the Director of Facilities
- Q. Assumes responsibility for overseeing annual changing of student locker combinations, if applicable
- R. Assists with the assignment of custodial overtime as needed

II. CLEANING & OTHER CUSTODIAL TASKS

- A. Performs applicable daily cleaning in assigned areas, including, but not limited to:
 - Emptying all wastebaskets
 - Emptying all pencil sharpeners
 - Dust mopping all floors
 - Sweeping all stairwells
 - Cleaning & disinfecting sinks
 - Cleaning & disinfecting urinals
 - Cleaning & disinfecting toilets
 - Cleaning & disinfecting partitions

- Cleaning mirrors
 - Cleaning hand dryers
 - Cleaning & refilling soap dispensers
 - Emptying & cleaning sanitary disposals
 - Re-stocking paper supplies
 - Wet mopping bathrooms & showers
 - Vacuuming carpets
 - Vacuuming entrance mats
 - Cleaning & disinfecting water fountains
 - Picking up large debris outside
 - Emptying outside trash containers
 - Securing windows & doors
 - Turning off lights
- B. Performs applicable weekly cleaning in assigned areas, including, but not limited to:
- Dusting horizontal surfaces
 - Dusting SMART boards
 - Cleaning & conditioning white boards
 - Cleaning chalkboards & trays
 - Polishing drinking fountains
 - Cleaning classroom desktops
 - Wet mopping as assigned
- C. Performs applicable as-needed tasks in assigned areas, including, but not limited to
- Cleaning bathroom walls
 - Cleaning door glass
 - Cleaning classroom desktops
 - Wet mopping classrooms
 - Wet mopping hallways & stairs
 - Changing lightbulbs & ballasts
 - Completing first line maintenance
 - Removing graffiti
 - Cleaning & organizing storage areas
- D. Helps students with problems (i.e., lockers, lost items, etc.)
- E. Raises and lowers the United States flag as directed
- F. Provides services to the building cafeteria (i.e., trash, tables, moving heavy items as needed, etc.)
- G. Performs other related duties as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Director of Facilities or designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Created November 18, 1996
Last Revised (with CESP input and consent) August 13, 2019