Job Title: Building Head Custodian  
Reports To: Building Principal, Executive Director of Buildings and Grounds, and/or his/her designee  

Position Summary:  
The Head Custodian is responsible for all functions of the building, minor maintenance of the building including snow removal, shovel, salting, calling in other custodians to support him, weekend building checks, set ups and take down for building functions/programs during school hours and before. Immediately reporting any dangerous issues/situations directly to the Principal and the Executive Director of Buildings and Grounds.  

Qualifications & Requirements:  
- High school diploma or equivalent.  
- Valid Illinois Driver’s License  
- Certification of good health signed by a licensed physician.  
- Physically able to bend over lift and carry 50 pounds.  
- Aptitude for successful fulfillment of assigned performance responsibilities.  
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation  
- Expertise and Experience, from being a Day shift custodian.  
- Responsible for training of his/her staff, open lines of communication with all staff member, Monthly Meeting with Staff Members  
- Must have positive yearly evaluations  
- Must be able to perform all duties as listed below  
- Must be able to perform all tasks with limited supervision  
- Must be able to climb and work on ladders, small scaffolds and district lift.  
- Must be able to snowblow, shovel and salt district grounds during the winter months.  
- Must always carry and keep on his/her district supplied phone style walkie talkie with them at all times Day and Night.  
- Must be able to stand and walk for hours at a time  
- Must be able to work around students, staff, parents, and the possibility of difficult people  
- Successful experience as a school custodian in District 99.  
- Demonstrates knowledge and expertise in the general upkeep, maintenance and repair of buildings and grounds.  
- Demonstrates capacity for leadership and organization.  

Duties & Responsibilities:  
- Opens the buildings at the start of each day.  
- Inspects school each morning to assure the building is clean and ready for operation and checks all building systems daily to maintain efficient, effective and safe operation.  
- Monitors security system, checks daily for vandalism, and inspects grounds for debris each day.  
- Inspects for complaints of fire or safety issues and reports concerns to the Principal and Director of Buildings and Grounds.  
- Maintains cleanliness throughout the building including waxing, mopping, removing trash and recyclables, sweeping, shampooing, etc.  
- Maintains storage area in a safe, orderly condition and maintains inventory of supplies, tools, and equipment.  
- Sets up and takes down and cleans the lunchroom area on a daily basis.  
- Moves furniture or equipment within buildings, sets up tables, chairs and other equipment for special events and school meetings as needed.
Provides minor landscape (grass cutting, tree trimming) support around the building.

Responsible for all functions of the building, minor maintenance of the building including snow removal, shovel, salting, calling in other custodians to support him, weekend building checks, set ups and take down for building functions/programs during school hours and after.

Meets daily with night custodian to coordinate work schedule and activities.

Informs the Executive 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

Responsible for the efficient assignment, scheduling and training of the building custodial staff.

Responsible for the heating, ventilation, air conditioning systems to provide climate control and economical usage of fuel, water and electricity.

Plans and oversees all maintenance and repair work of the building custodians, maintaining a high standard of safety, cleanliness and efficiency.

Monitors the time records of all custodial employees in the school and verifies them for salary payment. All times to be verified and approved by Building Principal and the Executive Director of Buildings and Grounds.

Evaluates with input from the building Principal their performance of the custodial staff at least twice per year (Observation December and Evaluations June).

Assumes responsibility for checking building inside and out on weekends and holidays and provides for emergencies Performs emergency repair of cleaning services as necessary. This includes services as may be required outside of normal shift hours, including weekends and holidays.

Able to communicate with public, teachers and students

Responsible for maintaining and displaying the United States flag appropriately.

Complies with all State, County and local laws and mandates pertaining to school buildings and safety/health procedures.

Works to maintain positive relationships with children, staff and parents.

Performs other miscellaneous work deemed necessary by the Principal that is essential to the occupants of the school building and the preservation of the school plant, as long as the work does not endanger the individual.

**Physical Demands:**
Walk (continuously); bend, stoop, reach, push & pull (frequently) to access areas and to operate equipment; lift, up to 25 pounds (frequently), and up to 80 pounds (infrequently); grasp and manipulate tools/ equipment (frequently); use seeing, hearing and speaking.

**Working Conditions:**
Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; floor buffer vibration; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects. Night custodian may work alone.

**Supervisory Responsibilities:**
- All Day and Night Shift including Sub-Custodian.

**Terms of Employment:**

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<tr>
<th>Start Date:</th>
<th>TBD</th>
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<tbody>
<tr>
<td>Building:</td>
<td>TBD</td>
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<tr>
<td>Hours:</td>
<td>6:00-2:30pm</td>
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<tr>
<td>Work Year:</td>
<td>Twelve Month Employee</td>
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<tr>
<td>Compensation:</td>
<td>As outlined in the Master Agreement of the Service Employee International Union Local 73</td>
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<tr>
<td>Union Affiliation:</td>
<td>Union SEIU Local 73</td>
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All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at [www.cicd99.edu](http://www.cicd99.edu).