



Job title: Elementary Head Custodian

Union affiliation: Hinsdale Educational Support Staff (HESS)

Qualifications:

1. Demonstrated aptitude for successfully performing required tasks and responsibilities.
2. Physically able to lift and perform physical labor.
3. Effective communication skills and strong interpersonal skills.
4. Presents a neat personal appearance.
5. Possesses organizational and time management skills.
6. Ability to exercise sound judgment.
7. Ability to exercise appropriate initiative and work independently.
8. Safety minded.
9. Ability to work with diverse people: staff members and administrators, other buildings and grounds staff members, community members and students.
10. Willing to work overtime hours when needed.

Reports to: Building Principal and Director of Facilities

Job Goal: As a member of the school team, the evening custodian's role is to help provide students and staff with a physical environment that is safe, clean, attractive and functions smoothly.

Performance Responsibilities:

- Works with school principal and Building & Grounds to ensure building schedule, concerns, and needs are met
- Makes efficient use of workday
- Has adequate understanding of the operation of building systems such as alarms and utility shut-offs, performs preventative maintenance tasks
- Cleans assigned areas
- Opens the building for the day
- Checks the school calendar for events and makes accommodations, working with principal and secretary
- Works with Director of Facilities to ensure building is safe and passes fire and county inspections
- Maintains an inventory of maintenance and custodial supplies; orders supplied through Buildings and Grounds
- Accepts deliveries, helps unload trucks and processes paperwork to appropriate individuals
- Does or assists in set-ups and takedowns for projects, events and assemblies
- Fills in when evening custodial help is needed but not available
- Walk buildings and grounds daily and handles or reports sanitation and safety concerns to appropriate person
- Submits work orders (or calls Buildings and Grounds if urgent) for items beyond ability of school staff to complete



- Responsible for snow removal and other grounds work as needed
- Works with outside contractors
- Projects positive image of school district
- Trustworthy in confidential matters
- Generally cheerful, friendly, patient and courteous
- Adjusts to situations; is flexible
- Accepts authority; supports district policies
- Performs other tasks as assigned

Physical demands: While performing the duties of this job the employee is regularly required to see, talk, hear, stand, kneel, stoop, climb, sit, reach, walk, shovel, lift and carry boxes. The employee should be able to climb a ladder, swing a mop and operate automatic floor equipment.

Work environment: While performing the duties of this job the employee will be working in an indoor environment with a noise level usually quiet to moderate.

Terms of employment: Twelve (12) months.

Evaluated by: Building Principal and Director of Buildings and Grounds

X _____

Date: _____