

# **Community Consolidated School District 21 Job Description**

## **Head Custodian**

**Reports to:** Building Principal

**Work Year:** 12 months

**Qualifications:** Ability to carry out verbal and written instructions and reporting procedures.  
Experienced in plant operation and maintenance; cleaning methods, heating and ventilation.  
Ability to supervise other custodians.  
Able to create personable relations with co-workers, staff and public.  
Able to communicate clearly in English.  
Ability to work cooperatively with building principal and staff.  
Able to lift up to 100 lbs.  
Ability to operate the Central Monitoring System for the building.  
Willingness to work overtime, as needed.

### **Performance Responsibilities:**

- Maintains the cleanliness of the building and grounds.
- Ensures the proper instructional environment, including temperature, ventilation and building safety.
- Schedules all maintenance activities so as not to interfere with any curricular or extra-curricular activities and during normal duty hours, makes the school and its facilities available as the principal directs.
- Cooperates with staff and students to harmoniously achieve the purposes of the school.
- Advises the Operations Department at all times of repair and maintenance action required for equipment.
- Informs the Assistant Superintendent of Finance and Operations of incidents requiring action and follows up with the Operations Department when such problems have or have not been satisfactorily completed.
- Operates the heating and ventilating systems and maintains the plumbing and light systems and the play areas.
- Maintains grounds by cutting grass with hand and power mowers, collecting litter, trimming bushes and small trees and raking grounds. Removes snow and ice as needed.
- Directs and trains assigned staff.
- Performs preventive maintenance as directed and assists the trades in maintaining the school.
- Performs minor repairs such as door closer adjustments, pencil sharpener maintenance, changing filters and light bulbs, patches broken windows, oils univent motors, replaces ceiling tile, repairs and/or replaces window shades, etc.
- Prepares shift schedules and advises the Operations Department office when replacement or extra help are required.
- Arranges for physical requirements for school rental, dances and other activities.
- Supervises the efficient and proper use of care-taking supplies and maintains a system of stock control of all supplies.
- Maintains preventative maintenance logs and other records.
- Meets and communicates with the principal on a daily basis.
- Devotes 20% of his/her time supervising the protection of students to comply with the Risk Management Program.
- Preference may be given to candidates possessing or able to obtain CDL license.
- Maintains a professional and appropriate appearance.

- Assumes other responsibilities as may be assigned from time to time

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Updated 2025*