

NORTHBROOK SCHOOL DISTRICT 27
JOB DESCRIPTION

TITLE: **Chief School Custodian**

QUALIFICATIONS:

1. High School diploma or equivalent
2. Certificate of good health signed by a licensed physician
3. General knowledge of mechanical, plumbing, heating, air conditioning, and electrical systems.
4. A minimum of two years of work related to plant operation and maintenance. Supervisory experience is preferred.

REPORTS TO: **Building Principal, Assistant Superintendent for Finance & Operations, and Director of Facilities**

JOB GOAL: To provide for the safe and efficient operation and maintenance of the school building, mechanical plant, and grounds

PROFESSIONALISM:

1. Uphold District policies and procedures
2. Provide professional support to all staff members
3. Maintain respectful, professional, and ethical behavior with all persons in the work environment
4. Demonstrates commitment to professional growth
5. Maintain a record of dependable attendance and punctuality
6. Dress in a manner commensurate with your professional responsibilities
7. Maintain confidentiality of information

EMPLOYMENT: Hours: 6:00 am to 2:30pm; FLSA status: non-exempt

SUPERVISES: Custodial staff assigned to the building

PERFORMANCE RESPONSIBILITIES:

1. Maintain a positive attitude, flexibility, and a willingness to perform assigned tasks.
2. Assumes responsibility for the opening and closing of the building each school day in accordance with the established schedule.
3. Supervises and participates in ongoing general cleaning and maintenance of the school building.
4. Regulates heat, ventilation, and air conditioning systems to maintain appropriate seasonal temperatures and ensure economical use of natural gas and electricity.

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5. Monitors the condition of all heating and air conditioning systems, hot water heat, mechanical systems, and other major equipment within the building. This includes regular filter changes on all air handlers.
6. Supervises and participates in necessary painting, repairs, and remodeling to his/her assigned building.
7. Assumes responsibility for the building's general security, including weekends and holidays. Responds to burglar alarms and fire alarms.
8. Assumes responsibility for the general fire safety of the building. This includes maintaining egress pathways.
9. Responsible for the maintenance and operation of fire notification equipment.
10. Performs emergency repairs or cleaning services as required.
11. Maintain an inventory of supplies and equipment via requisitions through the director of facilities.
12. Inspects daily to ensure that all exit doors are clear and all panic hardware operates properly.
13. Maintains buildings and grounds in a safe, neat, and clean condition at all times.
14. Performs yard maintenance as needed to keep the school grounds attractive and safe, including snow and ice removal.
15. Maintains a record of all repairs and work requests using an internal work ticketing system. This includes daily monitoring of requests.
16. Moves furniture or equipment within the building as required for various activities.
17. Assists in the training of newly hired personnel, including any outside custodial individuals.
18. Reports major building repairs required to the building Principal and the Director of Facilities.
19. Reports immediately to the Director of Facilities and the building Principal any damage to school property.
20. Evaluates the performance of the custodial staff assigned to the building.
21. Schedules for the setup of necessary equipment for evening events with the night staff, including onsite event coverage as needed.
22. Participates in required training programs and acquires new skills as job requirements evolve.
23. Willingness to work overtime hours when necessary for extra duties, events, and emergencies.
24. Comply with all regulations and local laws regarding the disposal of all building waste.
25. Responsible for arranging substitute custodial coverage with the director of facilities for vacant custodial positions due to absence.
26. Performs other related tasks as assigned.

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PHYSICAL REQUIREMENTS OF THE POSITION:

The ability to push, pull, lift, carry (up to 70 lbs.), reach, stand, sit, walk, including stooping and kneeling. Ability to work from ladders, scaffolding, and roofs.

TERMS OF EMPLOYMENT:

Twelve-month year, salary, and fringe benefits to be established by the Board of Education upon recommendation of the superintendent. This is a non-exempt position.

EVALUATION:

Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on "Evaluation of Personnel."

Revised Jan. 2026