



Community Unit School District 300 Job Description

Position Title: Custodian – Head (Elementary/Middle School)	
Position Code:	Employee Group: DESPA
Salary Grade: C	FLSA Status: Non exempt
Supervisor title: Principal or designee	
Date of preparation: November 2015; Revised February 2021	

Job Purpose: The Custodian – Head (Elementary/Middle School) is responsible for helping students, parents, and staff by assisting in the day to day function of the district as needed. Employees will strive to provide students and staff with a safe, clean, and comfortable environment to learn and work.

Knowledge, Skills and Abilities:

1. High school diploma or 3-5 years of experience in custodial related duties, or equivalent required
2. Strong interpersonal skills and ability to work cooperatively and efficiently with students, adults, and the various publics that use the facility
3. Must be cooperative, congenial, and service-oriented
4. Ability to work independently and as a team with minimal direction to resolve issues
5. Ability to communicate, read and write in English, and perform basic math
6. Basic computer knowledge
7. Ability to operate industrial-rated cleaning equipment
8. Ability to sit, stand, kneel, stoop, climb stairs, and walk for extended periods of time
9. Must be able to lift up to 50 pounds
10. Ability to work on ladders, scaffolding, and scissor lift
11. Ability to push/pull up to 100 pounds
12. Ability to work in inclement weather
13. Intermediate electrical, plumbing, carpentry skills
14. Thorough knowledge of cleaning techniques, equipment and chemicals/products
15. Working knowledge of HVAC and building security systems
16. Experience leading a team
17. Project coordination and time management skills
18. Must be able to work with frequent distractions

Essential Job Duties:

1. Custodial and maintenance duties, including but not limited to, mopping, sweeping, floor stripping and waxing, carpet cleaning, restroom cleaning, ceiling and floor tile, light replacement, filter changes, furniture repair and assembly/adjustment, minor painting, trash removal, graffiti removal, daily and special event set ups, daily breakfast and lunch program set up and clean up
2. Assist buildings & grounds staff as needed
3. Responsible for snow and ice removal including before and after hours during the winter months and grounds upkeep year round
4. Must be able to unload deliveries from vehicles and transport packages; and to lift, stack and move furniture throughout the building



5. Coordinate annual maintenance projects such as carpet cleaning/replacement, painting, replacing ceiling tiles and operating machinery to strip and wax floors
6. Maintains inventory and orders supplies as needed
7. Available to work anytime for building emergencies, break-ins, fire, and security alarms. Ability to assess and take appropriate measures to secure the building , notify appropriate staff, and make it operational
8. Be courteous and responsive to requests
9. Deal with confidential items in a professional manner
10. Support administration in the implementation of school district-wide policy and regulations

Disclaimer: The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.