

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

- POSITION:** ESY Custodian
- REPORTS TO:** Coordinator of Building and Grounds
- QUALIFICATIONS:** Experience in building and maintenance preferred;
High School Diploma

RESPONSIBILITIES:

Performance:

- Performs general cleaning for facilities (e.g. vacuuming, mopping, etc.)
- Moves Cooperative classrooms, furniture and equipment
- Performs summer building maintenance (e.g. painting, carpet cleaning, stripping and waxing floors)

Communication Skills

- Confers with Coordinator of Building and Grounds on a regular basis regarding building maintenance activities and custodial duties
- Assists Coordinator of Building and Grounds in maintaining open and effective communication with school and community
- Communicates in a helpful, positive and efficient manner with students, subordinates, peers, supervisors, principals, parents and visitors

Professionalism

- Maintain high level of confidentiality of student and work related information
- Follows policies and procedures of the Cooperative
- Demonstrates professionalism
- Is flexible and adaptable to change
- Uses judgment appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Is responsive to staff requests
- Demonstrates continual assessment of personal effectiveness and responds professionally to feedback
- Participates in professional growth activities

- Actively participates in the evaluation process of custodian
- Maintains a clean work area
- Dresses appropriately

Performs other duties as assigned