



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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## **Lead Custodian**

### **Primary Function**

To coordinate the custodial duties of the school building while maintaining high standards of safety, cleanliness and efficiency.

### **Organizational Relationships**

Reports to the Coordinator of Buildings and Grounds and the Building Principal.

### **Qualifications**

- Graduation from high school, technical school, or comparable experience.
- Working knowledge of the methods, tools, mechanical equipment and techniques used in custodial work.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building and up and down stairs.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 50 pounds alone, or more than 50 pounds with assistance.
- Ability to climb ladders and walk roof areas.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to keep proper records in accordance with State/Federal guidelines and Board Policy.
- Maintain a valid Driver's License for the State of Illinois (Custodian/Driver only).
- Maintain a valid Illinois School Driver Permit (Custodian/Driver only).

### **Performance Responsibilities**

In addition to performing duties as listed in the Custodian job description, the Lead Custodian has the following responsibilities:

1. Adjusts HVAC temperature and air circulation settings for seasonal conditions to ensure economical usage of utilities and comfort of occupants.
2. Maintains safe conditions of integral parts of the building (i.e., flooring, doors, windows, stairs, ceiling panels and similar structural elements).
3. Perform craftsman tasks relating to building components and systems.
4. Ensures that door and window systems are functioning properly.
5. Complies with local ordinances for storage and disposal of trash and waste.

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6. Coordinates vacation and summer cleaning priorities.
7. Coordinates and oversees the maintenance of grounds, including but not limited to mowing the fields, weeding, planting, and rubbish removal.
8. Responds to security and fire alarm calls.
9. Removes snow from pedestrian areas and coordinates removal with day/night custodians, as necessary.
10. Ensures the school building is opened and closed properly each day, including but not limited to locking/unlocking doors, turning on/off lights, and setting/disabling the alarm.
11. Communicate tasks and assigns event set-up duties to day/night custodians.
12. Transport students between District buildings and other locations as assigned (Custodian/Driver only)
13. Remains on school premises during assigned shift.
14. Performs other related duties as assigned by the Building Principal and/or Coordinator of Buildings and Grounds.

**Terms of Employment**

12-month position (260 work days). Salary and work year determined by the Board of Education and PSRP Agreement.

**Performance Evaluation**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.