



Prairie Central CUSD #8

Job Descriptions for Head/Lead Custodian

Official Supervisor

Building principal, chief of maintenance (summer)

Job Summary

The head or lead custodian functions under the guidelines established by the building principal (school year) and the chief of maintenance (summer). He/she is generally responsible for cleaning, minor maintenance/repair, and the lifting and transport of heavy equipment in areas of the building assigned during the regular school year; for extensive cleaning, minor maintenance/repair, and the lifting and transport of heavy equipment during the summer, possibly in a building other than that assigned during student attendance; and for supervising custodian I and custodian II employees as assigned.

Qualifications

High school diploma

Some knowledge in addressing minor maintenance and repair

Custodial experience

Ability to work unsupervised

Ability to supervise other employees

Skills

Works well independently

Supervises the work of other employees as assigned

Communicates effectively

Works cooperatively with all other staff members and students

Organizes tasks and time effectively

Handles equipment and supplies

Completes job requirements punctually

Relates to staff, students, and the public in a courteous manner

Acts as a positive role model for students

Performs all assigned tasks (heavy lifting, using buffers, setting up bleachers, etc.)

Works knowledge of mechanical operations (heating, plumbing, electricity, etc.)

Length of Employment

260 days per year, 8 ½ hours per day (includes a 30-minute, non-paid, duty-free lunch), but assigned hours may vary

Evaluation

By building principal, with input from chief of maintenance, based on "Job Functions" and specific work schedule (attached)

Job Functions

A. Punctuality

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Safety

1. Follows the statutes, administrative codes, procedures, methods, and regulations set forth by the administration, the board of education, the Illinois State Board of Education, the State of Illinois, and the Federal Government
2. Observes the highest standards of safety
3. Is accountable for the equipment and supplies used in daily job performance and follows all district rules, regulations, and procedures in the issuance, handling, and returning of equipment and supplies
4. Follows all prescribed guidelines when dealing with hazardous or toxic materials

C. General Procedures

1. Follows all procedures developed for the cleaning of regular classrooms, special classrooms, restrooms, gym and locker room areas, regular cafeterias, and hallways
2. Performs minor maintenance and repairs as assigned by building principal and head/lead custodian
3. Sets up and takes down bleachers and chairs and provides for the movement of heavy equipment for cleaning purposes and snow removal
4. Performs all tasks necessary to maintain a clean, attractive educational environment as assigned by the appropriate supervisor during the school year, and the appropriate supervisor during the summer months
5. Is flexible in work routine when having to deal with special assignments or events
6. Supervises custodian I employees as assigned
7. Keeps inventory of custodial and operational supplies and equipment
8. Monitors mechanical (heating, plumbing, electricity, etc.) operations and equipment

D. Communication and Cooperation

1. Communicates and cooperates with subordinates, supervisors and all levels of staff, students, and the public regarding custodial issues
2. Uses sound judgment when dealing with staff and students
3. Is a positive role model for students, has a neat appearance, and uses proper language near students
4. Demonstrates interest, enthusiasm, and a positive attitude toward work
5. Reports immediately to the appropriate supervisor any job-related problem, accident, or mechanical/equipment malfunction
6. Reports inventory needs to appropriate supervisor