

TITLE: District Custodial Director

QUALIFICATIONS:

1. High school diploma
2. Ability to perform physical labor, including bending, lifting a minimum of 50 pounds, climbing ladders, pushing-pulling, standing, walking, driving, carrying, reaching, etc.
3. Tactful and pleasant in dealing with staff, students, and community.
4. Collaborative with staff in daily operations and scheduling of building custodial tasks

REPORTS TO: Superintendent

JOB GOAL: To provide students and staff with a safe, appealing, comfortable, clean, and efficient place in which to teach, learn, play, and work.

PERFORMANCE

RESPONSIBILITIES:

Professionalism

- Maintain a pleasant and courteous atmosphere in the district in dealing with the public, employees, and students.
- Handles all confidential information with proper discretion.
- Supports and implements the goals of the Board of Education.
- Other duties as assigned by the Superintendent.

Communication

- Communicates and collaborates with building superintendent and principals on all custodial needs of the district.
- Reports to the superintendent concerning damage or loss of school property.
- Communicates with and directs custodial staff regarding daily tasks and special events tasks.
- Addresses concerns about job performance with custodial staff members.
- Acts as contact for custodial staff requests time off or calls off.
- Responds appropriately to requests for information.
- Communicates any performance concerns of custodial staff with the Buildings and Grounds Director and/or Superintendent.
- Other duties as assigned by the Superintendent.

Buildings and Grounds-related Duties

- Develop and implement procedures to keep all district facilities and grounds maintained in a safe and clean manner.
- Plans, assigns, monitors, reviews and supervises the work of custodians assigned to the site.
- Conducts spot inspections to ensure site meets the standards, including scheduled night inspections.
- Ensures adequate supplies, within the budget, are available for use.
- Works with the administration to plan and direct the summer custodial projects for the district.
- Ensures site is set up to accommodate committees/groups hosting events at the district.
- Performs other custodial duties such as sweeping, mopping, vacuuming, stripping, waxing, and buffing floor surfaces, cleaning restroom areas and replenishing paper supplies and soap as necessary, cleaning windows, walls, woodwork, blinds and light fixtures, dusting and cleaning desks and other furniture and emptying trash receptacles.
- Assists in keeping the district grounds free of litter and rubbish.
- Directs the custodial tasks of all district facilities, whether performing the work or assisting the retention of others to complete the tasks.
- Assists in the management of emergency situations; contacts and notifies proper personnel.
- Other duties as assigned by the Superintendent.

Terms of Employment: Twelve-months/260 days, as determined by the Superintendent.

Salary/Benefits: \$21-\$25 per hour, based on experience, with future increases to be determined by the Board of Education on an annual basis. District-paid IMRF. \$650 paid toward health insurance coverage. 10 Sick Days and 2 Personal Days.

Evaluation: Performance of this job will be evaluated by the Superintendent.