

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Custodian
JOB GOAL: To provide and maintain the La Grange Highlands District 106 facility in a safe, attractive, comfortable, clean, and efficient condition.
REPORTS TO: Director of Buildings and Grounds and School Principals
QUALIFICATIONS: Previous experience in custodial/maintenance areas desirable, school experience preferable.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Keep building and premises, neat and clean.
2. Maintain grounds, such as debris removal, inspect playground equipment, etc. as necessary to keep grounds in a safe and attractive condition.
3. Snow removal, including manual shoveling, plowing, using snow blowers, and salting walks as appropriate.
4. Thorough and conscientious at appointed cleaning tasks such as scrub and disinfect all washroom fixtures, windows, walls, floors, furniture, drinking fountains, etc.
5. Keep all floors in a clean and attractive condition and in a good state of preservation.
6. Assume responsibility for daily building security including but not limited to doors and windows.
7. Comply with local laws and procedures for the storage and disposal of trash, rubbish, materials, waste, landscaping materials, and recyclables.
8. Move furniture, equipment, and/or supplies as required for various activities.
9. As necessary, run errands, pick up supplies, and deliver documents and materials.
10. Keep an inventory of supplies, equipment, and materials on hand.
11. Ability to use a variety of custodial equipment such as scrubbers, buffers, carpet extractors.
12. Perform such other tasks and assume such other responsibilities as assigned.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Salary, benefits, work/days as established by the Board of Education. Must be available to work overtime. (At-will employee.)