



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

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

FAX (847)-675-7675

Custodian

Primary Function

To provide a clean and safe learning environment 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

1. Maintains building and premises neat and clean at all times.
2. Check bathrooms and clean as necessary.
3. Shovels, plows and salts sidewalks as appropriate.
4. Provides setup and cleanup for buildings activities.
5. Reports damage of school property immediately upon being known.
6. Maintains the grounds, including but not limited to mowing the fields, weeding, planting, and rubbish removal
7. Remains on school premises during assigned shift.
8. Maintain and update the marquees in front of the buildings.

9. Provide support during arrival/dismissal, including but not limited to setting up horses/cones and assisting with traffic management
10. Transport students between District buildings and other locations as assigned (Custodian/Driver only)
11. 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.