

PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-138

DATE: May 31, 2019

POSITION DESCRIPTION

Job Title

HEAD CUSTODIAN

Location:

Leclaire Elementary School

Job Description:

See Reverse

Terms:

12 month position

Hours:

8 hours per day

Salary:

\$11.75 - \$12.43 per hour plus stipend

Qualifications Required:

- *Superior work habits and ethics – self-motivated
- *Ability to work well with students, faculty & staff
- *Ability to work independently
- *Ability to perform duties as outlined

Contingent Upon:

Board approval

Closing Date for Application:

June 7, 2019 or until filled

Print Application and Submit to:

www.ecusd7.org/departments/personnel
Application/Forms; Classified

Dr. Nancy Spina
Assistant Superintendent/Personnel
Edwardsville Community Unit School District 7
708 St. Louis Street
Edwardsville, IL 62025

The Edwardsville Community Schools offer employment without regard to race,
Color, creed or religion, age, sex, national origin, or handicap

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HEAD / ASSISTANT HEAD CUSTODIAN JOB DESCRIPTION
EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7

In addition to Custodial duties, the Head Custodian and Assistant Head Custodian are responsible for:

1. Ordering and storing supplies
2. In-service training of new employees (custodians)
3. Coordinate work schedule of the custodians, including work at activities
4. Check boiler operation daily and on weekends
5. Supervise other custodians, including assisting on staff evaluations and checking the cleanliness and security of building
6. Complete weekly building and grounds walkthrough and submit a report
7. Any and all other duties assigned by a Supervisor regardless of whether or not such duties are included in the Custodian or Head/Assistant Head Custodian job descriptions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Sweeps, mops, waxes, and polishes floor finishes using manual or electrically powered equipment
2. Dusts and polishes desks, chairs, shelves, equipment, brass ceiling and gymnasium lights, louvers, and other building furniture
3. Cleans lavatories and restrooms using required detergents and sanitary materials
4. Cleans chalkboards, erasers, equipment, trophy cases, and other fixtures
5. Empty waste containers
6. Unlocks and locks building, close windows and turn off lights, lock and secure windows and sets alarm
7. Washes glass
8. Moves and stores furniture, supplies, and equipment
9. Reports to work, at a time designated by supervisor, and removes snow from steps, walks, and drives
10. Reports items that require major repair to supervisor
11. Sets up and cleans stages, bleachers, seating, and other equipment for events
12. Cleans wrestling mats with proper disinfectants
13. Check boilers
14. Paint and repair as needed
15. Walk grounds around building and pick up trash/litter and objects that pose a safety hazard
16. Regularly conduct safety check of all restrooms and other areas in the building to ensure that graffiti is identified and reported to the supervisor
17. Any and all other duties assigned by a Supervisor regardless of whether or not such duties are included in this job description

MINIMUM QUALIFICATIONS:

1. Superior work habits and ethics- self-motivated
2. Ability to work well with students, faculty and staff
3. Ability to work independently
4. Ability to perform duties as outlined

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Lifting, pulling, pushing and moving items (some in excess of 100 pounds) on an occasional basis