

Gurnee School District #56

Job Description

Title: Day/Night Custodian

Qualifications:

1. High School Diploma or Equivalent
2. A valid driver's license issued by the State of Illinois
3. Ability to follow either oral or written directions.
4. The ability to work flexible hours or overtime as assigned by the Director of Facilities and Grounds.
5. Ability to establish and maintain an effective working relationship with other District Employee's and the general public.
6. Such alternatives to the above qualifications as the Board of Education may find appropriate.

Employment Status: Full-time: 12-month work year: Salary to be established by the Board of Education on an annual basis.

Reports to: Director of Facilities and Grounds

Performance Responsibilities:

1. Have and maintain a valid driver's license.
2. Needs to have knowledge on all cleaning chemicals and the safe use of them.
3. Must be able to read and follow all directions from the Safety Data Sheet (SDS) for District-wide chemicals.
4. Needs to be able to operate a variety of cleaning machines.
5. Be able to organize and execute setup and breakdowns of District-wide events and facility rentals.
6. Needs to have the ability to work as a team and as an individual.
7. Must be able to lift 50 pounds.
8. Needs to be able to work overtime, weekends, and holidays.

9. Is responsible for snow removal and the salting of the facility's sidewalks.
10. Reports any vandalism to the Facility Principal and the Director of Facilities and Grounds.
11. Assists the Director of Facilities and Grounds with the completion of daily, monthly, and yearly logs as required by law to meet State and local requirement codes for the facilities.
12. Monitors and responds to District emails and work orders.
13. Maintains a positive communication with the administrative staff, building office staff, custodial/maintenance department, and the general public.
14. Follows all District-wide safety practices and procedures.
15. Follows Standard Operating Procedures (**SOP**) for cleaning and duty responsibilities.
16. Performs other duties related to the position as prescribed by the Director of Facilities and Grounds.

Evaluation: Performance of this job will be evaluated yearly by the Administration with provisions of the Superintendent and in accordance with provisions of the Board of Education's policy of Evaluation of Support Services Personnel.