

WOODRIDGE SCHOOL DISTRICT 68
Administration Office

TITLE: DISTRICT HEAD CUSTODIAN/JUNIOR HIGH SCHOOL CUSTODIAN

QUALIFICATIONS: 1. High School Diploma
2. Ability to read basic operating instructions.
3. Ability to use basic hand tools
4. Aptitude for performing routine custodial and maintenance tasks.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and Director of Buildings and Grounds

JOB GOAL: To provide a safe, attractive, comfortable and clean learning environment, while ensuring facility concerns don't prevent or distract from the school day.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for District Wide snow removal.
2. Keeps buildings and grounds, including sidewalks and driveways safe and clean, including snow removal.
3. Assist in District Wide maintenance.
4. Accept deliveries of District supplies and equipment
5. Facilitate and assist with event set up at the Junior High, during the school day, after school and on weekends.
6. Schedule doors, lights and HVAC during and after school
7. Regulates heating, ventilating, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
8. Checks daily to insure that all exit doors are easily accessible and all panic bolts are working properly.
9. Sweeps or vacuums and dusts furniture.
10. Cleans and disinfects toilets, floors, sanitary fixtures, and drinking fountains daily.
11. Washes all windows on both the inside and outside at least twice each year.
12. Keeps all floors and walls in a clean and attractive condition.
13. Inspects all playground, sports and gym equipment and reports problems immediately to their supervisor or corrects any safety hazards.
14. Cleans entryways and office area windows daily.
15. Services all motors and other mechanical equipment requiring scheduled maintenance.
16. Cleans or replace filters in heating/cooling units as necessary.
17. Assumes responsibility for opening and closing the building, securing all doors and windows, and turning off all lights.
18. Keeps an inventory of tools, equipment and supplies.
19. Conducts an ongoing program of general maintenance, upkeep and repair as prescribed by the Principal and Director of Buildings and Grounds.
20. Moves furniture or equipment for various activities as required.
21. Complies with local ordinances and procedures for the storage and disposal of trash and recyclable items.

22. Conducts period inspections of lights and electrical outlets and the alarm system.
23. Monitors the building for fire hazards.
24. Lunchroom set up and break down.
25. Responds for emergency calls
26. Processes and responds to work orders as needed.
27. Performs other duties and assumes other responsibilities as may be assigned.

EVALUATION: Performance of this position will be evaluated annually and in accordance with the provisions established by the policies of the Board of Education.

ADOPTED: Board of Education
Woodridge School District
January 13, 2025

AMENDED: