

SPEED JOB DESCRIPTION

Job Title

Building Custodian

Supervisor

Building and Grounds Supervisor/Program
Principal

Position Guide

Other non-certified

Salary Range

Qualifications

- Demonstrate knowledge of custodial procedures and basic mechanical abilities to work harmoniously with professional and non-professional staff and possess some ability to supervise.

Essential Duties

1. Open and prepare the building for the school day.
2. Perform custodial duties.
3. Perform light maintenance duties.
4. Perform grounds maintenance around the building.
5. Remove snow from sidewalks.
6. Supervise student workers.
7. Report needed maintenance repairs to the Principal and Building and Grounds Supervisor.
8. Keep records and schedules when necessary.
9. Perform set-ups for scheduled activities or meetings.
10. Check swimming pool when necessary.
11. Supervise general custodian or part-time custodian in cleaning of the building when assigned.
12. Receive deliveries of supplies and materials.
13. Paint when necessary.
14. Perform any other duties that may become necessary to keep the building and grounds in a clean, safe, and attractive condition during the normal school day.
15. Be responsible for the general cleaning of the building during summer and holiday breaks.
16. Be responsible for the security of building during the normal school day.

Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Other duties may be assigned.

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 242 Days

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date