

Central CUSD 301
Job Description

Job Title: Mail Delivery/Custodian

Reports To: Principal, Assistant Principal, Director of Facility Operations, Night Facility Operations Supervisor, Grounds Supervisor

Typical Work Hours: 12:30pm-4:30pm mail delivery, 4:30pm-9:00pm custodian

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Approved By: Superintendent

Function: Works jointly with all levels of staff to make sure things are delivered in a safe and professional manner. He/she shall demonstrate the ability to maintain the assigned work area to the standards indicated on the written work schedule.

Qualifications:

- High School Diploma or Equivalent
- Physically capable of performing heavier project work
- Operation of equipment, i.e. floor scrubbers, carpet extractors, all custodial equipment, etc.
- Ability to work in a very fast paced and stressful environment
- Ability to meet the physical demands of facility and equipment inspection in buildings, on roofs and in the field
- Ability to work on a computer and become familiar with district software available for your use
- Ability to manage all types of emergency operations in any type of weather or location within the District
- Ability to climb ladders and work from heights
- Ability to lift 60 lbs for a distance of 100 ft.
- Must possess a valid State of Illinois Driver's License
- Must pass State required physical exam and background checks

Responsibilities:

- To provide the safest and highest quality custodial services in his/her assigned area as outlined on the written work schedule
- To perform routine cleaning tasks as indicated on the assigned work schedule
- Wear/Operate a vacuum for up to 6 hours or as directed
- Wear required PPE (hearing protection, steel toe shoes, respirators, safety eye wear, etc.) as needed
- Demonstrate the ability to work independently, effectively and efficiently on assigned duties and projects while at all times following safe work practices, school district rules and government regulations
- Be responsible for the proper and economical use of all supplies, tools and equipment assigned to a building. Ensure that all chemical bottles are properly labeled
- Clean, mop, dust, sweep surfaces/fixtures (floors, sinks, toilets, walls, desk, electronic equipment, etc.) using the correct chemicals for the specific tasks in rooms, while following the cleaning processes and procedures indicated for the assigned area
- Keep custodial closets, mechanical rooms and storage areas clean, neat, organized and locked at all times
- Help with security of building by locking doors daily
- Move furniture, supplies and equipment as directed or needed
- Report all injuries and accidents immediately to the Supervisor and/or building administration. Complete the appropriate forms relating to the injury or accident
- Cooperate with teachers, co-workers and administration

- Must exhibit a professional, service-oriented attitude
- Operate vehicles and powered equipment, such as mowers, tractors, twin axle vehicles, snow blowers, chain saws, electric clippers, and pruning tools
- When working to support community events or school activities, demonstrate pride and ownership in the building by initiating project work which will enhance the overall appearance or upkeep of the facility; report same to supervisor
- Perform project work such as: refinishing of floors (floor stripping, applying finish, scrubbing, etc.), extracting carpets, moving and cleaning desks/furniture, etc.
- Perform lawn maintenance such as: mowing, weeding, planting, etc.
- Assist with snow removal performing shoveling from walks, plowing driveways and parking lots, and spread salt in these areas
- Provide customer service
- Follow the chain of command for conflict resolution and/or problem solving and encourage others to do the same
- Maintain functional inventory of all products used
- Move heavy objects as described in the "Qualifications" section above
- Perform basic maintenance and repairs, i.e. light bulbs, ballast, change ceiling tile, replace carpet tile, etc.
- Travel between all District buildings and the Post Office to deliver mail and other equipment deemed necessary
- Perform special deliveries/pick-ups
- Maintain the cleanliness of the District issued vehicle
- Work daytime hours during break periods
- Perform other duties as assigned