



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
ESCORT/CUSTODIAN

JOB DESCRIPTION REVISION DATE: 7/25/2011

POSITION TITLE: Escort/Custodian

DEPARTMENT: Transportation

REPORTS TO: AM and PM Office Managers

SUPERVISES: The cleanliness and security of the transportation facility in the best interest of department employees.

POSITION GOAL:

Provide safety and security for drivers returning to the facility after hours. Provide a clean environment for transportation.

ESSENTIAL FUNCTIONS:

1. Clean and maintain all offices and common use area.
2. Make appropriate emergency calls as necessary.
3. Escort drivers from their bus to the facility in a pleasant and courteous manner as requested.
4. Maintain a safe and secure environment by locking all facility doors and gates as required.
5. Monitor department radio, Aiphone monitoring/buzzing system (security system), and telephone after hours.
6. Clean and maintain all restrooms.
7. Perform light maintenance duties as needed, including replacing air filters, light bulbs, and minor plumbing repairs as needed.
8. Clean and maintain all floor coverings.
9. Maintain the outside cleanliness and general appearance of the facility.
10. Other duties as assigned.

KNOWLEDGE AND CRITICAL SKILLS:

1. Must have the ability to multi-task and work well under pressure.
2. Must have the ability to remain professional and responsible at all times.
3. Knowledge and experience cleaning high traffic common use areas, offices, and restrooms.
4. Must have pleasant phone/radio voice and ability to communicate effectively and professionally at all times.
5. Knowledge of and experience in performing light maintenance repair duties, including replacing air filters, light bulbs, and minor plumbing repairs.
6. Must display excellent people skills and contribute to a positive work environment.
7. Must display a creative and common sense approach to problem solving.
8. Must be highly organized and detail oriented.
9. Must be a team player with an excellent work ethic and the attitude and flexibility to do what it takes to get the job done.
10. Must demonstrate the ability to identify confidential information and secure confidentiality at all times.



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
ESCORT/CUSTODIAN

11. Must be able to obtain and maintain appropriate license and required endorsements.

EXPERIENCE:

1. Custodial experience required.
2. Must have a valid driver's license and clean driving record.
3. Basic interior and exterior building maintenance experience required.
4. Customer service experience preferred.

Comments: The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

ENVIRONMENTAL CONDITIONS:

1. Possible exposure to body fluids and airborne pathogens.
2. Exposure to cleaning fluids and fumes.
3. Exposure to diesel fuel, gasoline, and all other vehicular fluids and fumes.
4. Exposure to slippery, wet, and snowy conditions.
5. Exposure to a busy and often heavily populated environment with constant noise.
6. May be required to leave the main work site.
7. Exposure to extreme heat.

PHYSICAL DEMANDS:

1. Ability to bend, kneel, and lift fifty pounds during the course of the normal work day.
2. Ability to effectively work within an often overcrowded, noisy, and distracting environment.
3. Ability to maintain balance while climbing and/or standing on a ladder.
4. Ability to physically work in small, confined areas.
5. Ability to effectively use small hand tools.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

This is a 10-month position. Salary per DUTU agreement and as approved by the Board of Education.



SCHOOL DISTRICT U-46
JOB DESCRIPTION
TRANSPORTATION DEPARTMENT
ESCORT/CUSTODIAN

EVALUATION:

If this position is filled from within the department, during the first 90 day "new position" probationary period, either the district or the employee in this position may determine that the employee return back to their former position. If the employee elects to exercise this option, a four (4) week notice of intent must be provided to the director of transportation. Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service and the DUTU contract.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____