



# River Bend Community Unit School District #2

*Where Everybody is Somebody*

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***PLEASE POST***

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## ***POSITION AVAILABLE***

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**RIVER BEND MIDDLE SCHOOL**

**HEAD CUSTODIAN (daytime)**

8 hours – job description attached

**APPLY TO:**

**MR. PATRICK HENREKIN  
PRINCIPAL**

**DEADLINE**

**Internal – September 4, 2025**

**External – Until filled**

cc: Patrick Henrekin  
Stacy Gates/Sam Howard

DEH:j  
8/27/2025

## **River Bend Community Unit School District #2**

### **Job Description**

<b>Title:</b>	Head Custodian
<b>Qualifications:</b>	<ol style="list-style-type: none"><li>1. Good health, subject to physical exam, drug test, high school diploma, and citizen of the United States.</li><li>2. Demonstrated aptitude or competence for assigned responsibilities.</li><li>3. Academic, professional, and personal excellence as board specified.</li></ol>
<b>Reports to:</b>	Principal
<b>Supervises:</b>	Cleaners/Night Custodians
<b>Job Goal:</b>	Ensure the physical plant, playground, grounds, and parking lot are safe, clean, attractive, and conducive to public access and student access and learning.

#### **Performance Responsibilities:** The head custodian will:

1. Ensure the safety, health, and well-being of all students, staff, and community by maintaining the physical plant and grounds.
2. Keep building and premises, including sidewalks, driveways, and play areas neat, clean, and free of ice and snow at all times; keep grounds mowed, trimmed and sprayed at all times; and keep building and grounds in compliance with health life safety guidelines at all times.
3. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
4. Sweep and dust classrooms and furniture daily.
5. Clean corridors after school each day and during the day when their conditions demand it.
6. Disinfect toilets and floors daily and hand clean all sanitary fixtures and drinking fountains.
7. Keep all floors in a clean, attractive, and preserved.
8. Report immediately to the principal any major repairs needed.
9. Report immediately to the principal any damage to school property.
10. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and attendance is required by the principal.
11. Assume responsibility for the opening and closing of the building as directed each school day/evening and for determining, before leaving at night, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
12. Move furniture or equipment within buildings as required for various activities and as directed by the principal.
13. Perform other duties as assigned by the principal or superintendent.

#### **Risk Management:**

1. It has been determined that 35% of the Head Custodian's time is spent on Risk Management.
2. Inspect building, grounds, and equipment to provide protections to the local district, its employees, students, and the public and report deficiencies to the principal.
3. Maintain the condition of the buildings and grounds to compliance with state and Federal laws regarding employee and public health and safety.

**Terms of Employment:** Twelve months.

**Evaluation:** Performance of this job will be evaluated by the principal annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.