

## **CUSTODIAN**

**TITLE:** Custodian

**LOCATION:** Building

**SUPERVISOR:** Principal

**SUPERVISES:** N/A

### **JOB SUMMARY:**

Under general supervision of principal, maintains school facility and grounds in excellent operating condition so as to promote an optimal physical atmosphere in which students can learn.

**ESSENTIAL FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily:

- Clean all assigned washrooms daily.
- Clean all assigned administrative offices, and classrooms to include: vacuuming, dusting, window washing, and trash disposal daily.
- Wash all windows in entrance/exit doors daily.
- Report all items in need of major repair Head Custodian immediately.
- Remove all trash from the building and place it in the appropriate dumpster each evening.
- Move furniture and/or equipment within buildings as required for various activities, and as directed by the building principal, or Head Custodian.
- Comply with all local, state, and federal laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Make all minor repairs, as needed, to the building and or grounds. Report all completed repairs to the Head Custodian.
- Arm alarm system, lock all exit doors and windows in the building, and turn out lights at the end of each workday.
- Wax and buff hallway and classroom floors to maintain a clean and attractive surface, free of scuff marks and dirt.
- Painting, ceiling tile replacement, light bulb and ballast replacement, and minor plumbing and heating repairs.
- All other duties which may arise in the normal workday as they are assigned by the Head Custodian or the Director of Buildings and Grounds.

**ADDITIONAL RESPONSIBILITIES:** None

**PHYSICAL ACTIVITY:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

**QUALIFICATIONS:**

EDUCATION

High school diploma or GED.

EXPERIENCE

Six months experience in custodial field and the ability to demonstrate knowledge of custodial procedures, equipment and cleaning products.

**OTHER SKILLS AND ABILITIES:**

- Understand and carry out both written and oral instructions.
- Perform heavy physical labor, climb ladders and work in confined spaces.
- Maintain work schedules in the performance of cleaning tasks.
- Read or recognize cleaning chemical labels.
- Properly select, mix and apply cleaning agents appropriate to the task.
- Maintain cooperative working relationships and harmony within the workplace.

**LICENSES/CREDENTIAL:** First Aid and CPR Certification a plus. Selected positions may require a valid Illinois Driver's License

**TERMS OF EMPLOYMENT:** Salary is based on market comparisons as determined by negotiations with the bargaining unit. Twelve month work year.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support staff.