

SUBSTITUTE CUSTODIAN

TITLE: Substitute Custodian

LOCATION: Building

SUPERVISOR: Principal

SUPERVISES: N/A

JOB SUMMARY:

In the absence of permanent custodian, cleans classrooms, offices, restrooms, and hallways, locks doors and secures building, sets up for special school activities and maintains school grounds in good working condition to ensure a safe and healthy environment for students, staff, and community.

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

- Cleans classrooms, bathrooms, hallways, offices and gyms; sweeps, mops and vacuums floors; dusts and polishes furniture; scrubs, cleans and disinfects toilets and sinks; washes and cleans door glass; inspects and repairs window shades; empties trash containers and pencil sharpeners; monitors and replaces paper products and soap as required; buffs and polishes floors; shampoos carpets; wipes and cleans office equipment; cleans walls, lockers, water fountains; scrapes chewing gum off floors, walls, lockers, chairs and tables.
- Maintains the cleanliness of the property by picking up trash, removing graffiti from sidewalks, restroom stalls, and walls, dumping trash barrels cleaning entrance ways; shoveling snow, removing ice and salt from steps and walks; rakes and bags leaves.
- Inspects and secures building; closes and locks windows and doors; monitors and turns out unnecessary lights; sets and checks alarms.
- Prepares building and equipment for special activities, including setting up and tearing down equipment, making sure a/c and heat are working properly, cleaning tables and chairs, and vacuuming and mopping areas
- 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 the Superintendent. The position is on-call and at-will.

EVALUATION: Performance of this job will be evaluated daily by the Principal