

**Oak Park & River Forest High School
Buildings & Grounds Department**

**Custodial Set-Up Crew
Job Description**

Areas of Responsibility:

- 1) Replace absent custodians and perform all necessary job functions as stated in their position summary.
- 2) Scrub hall floors with machine and spray buff or wax if needed
- 3) Return repaired furniture to classrooms, office, or attic
- 4) Responsible for all set-ups and tear downs throughout building including moving bleachers in Field House
- 5) Responsible for restocking of supplies.
- 6) Other duties as assigned.