

# Elmhurst CUSD 205

## Custodian

Department: Facilities and Operations

FLSA Status: Non-Exempt

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Classification: IX-0

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### Summary

The job of Custodian is done for the purpose of providing custodial services at the assigned site; ensuring an attractive, sanitary and safe environment for students, staff, and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and site events.

### Essential Duties and Responsibilities

- Assists with snow removal to ensure safe access to facility.
- Cleans assigned facilities and/or grounds.
- Attends unit meetings, in-service training, workshops, etc...to enhance job skills and gather information pertinent to job functions.
- Delivers a variety of items for the purpose of distributing materials to the appropriate parties within the site.
- Informs students and other site personnel to provide necessary information and direction regarding activities, safety issues to ensure proper maintenance of facilities and equipment.
- Monitors students and staff in and around work areas.
- Performs summer and special event maintenance and storage.
- Prepares site for daily operations.
- Replenishes classroom and restroom supplies to ensure adequate access during operations.
- Responds to inquiries from staff, students, parents, and/or visitors.
- Responds to immediate safety and/or operational concerns.
- Secures facilities and grounds to minimize property damage, equipment loss or potential liability.
- Supports other site maintenance staff.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; uses intuition and experience to complement data.

**Continuous Learning** - Pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Use of Technology** - Demonstrates required skills.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations.

**Customer Service** - Responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

**Communications** - Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Cooperation** - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

**Teamwork** - Contributes to building a positive team spirit.

**Written Communication** - Writes clearly and informatively.

**Team Leadership** - Fosters team cooperation; supports group problem solving; ensures progress toward goals.

**Quality Management** - Demonstrates accuracy and thoroughness.

**Conflict Resolution** - Encourages open communications; maintains objectivity; keeps emotions under control.

**Cost Consciousness** - Works within approved budget; develops and implements cost saving measures.

**Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

**Organizational Support** - Follows policies and procedures; supports organization's goals and values.

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Personal Appearance** - Dresses appropriately for position; keeps self well groomed.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Looks for and takes advantage of opportunities; asks for and offers help when needed.

**Innovation** - Meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.

**Judgement** - Includes appropriate people in decision-making process.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently.

**Quality** - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

**Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

**Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions ; uses equipment and materials properly.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Gmail Contact Management systems; Mechanical Control Software Database software and Work order processing system Order processing systems.

### **Certificates, Licenses, Registrations**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and

talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts; outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.