MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201
JOB DESCRIPTION

Job Title: **Custodian**

Reports To: **Principal and/or Director of Building & Grounds or designee**

Pay/Pay Range: **Outlined in MESP Bargaining Agreement**
Pay Schedule: **Bi-weekly over 26 pays**
Prepared/Revised Date: **September 2022**

FLSA Status: **Non Exempt**
Work Schedule: **8 hrs/day**
Work Year: **259-261 Days**

SUMMARY: A Custodian assists in creating and maintaining the cleanliness and maintenance of the physical facility that then provides a safe, clean and habitable environment for students and staff. Custodians may also need to perform light maintenance tasks as assigned to assist and improve the smooth and efficient operation of the physical facility. All responsibilities and tasks performed by the Custodian will contribute to the furtherment of the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary.*

Job Tasks Descriptions
1. Cleans floors, walls, furniture, and other building furnishings in addition to cleaning and sanitizing restrooms. ● Completes cleaning schedule within the frequency requirements provided ● Looks for ways to improve/enhance the schedule and cleaning practices.
2. Lifts and moves tables, desks, and chairs some of which weigh in excess of 50 pounds and cartons, boxes, and buckets weighing in excess of 60 pounds.
3. Operates scrubbers, buffers, waxers, and vacuums; keeps equipment in working condition; reports any issues or concerns to Supervisor.
4. Opens and closes school gymnasium bleachers, when necessary and appropriate (This activity involves bending over and pulling or pushing weights in excess of 50 pounds.)
5. Able to work in high elevations, including but not limited to a roof, scaffolding, lifts and ladders as needed or required
6. Possesses a basic understanding of the chemicals and processes used in the cleaning schedule. ● Day Custodian must maintain a required monthly inventory of supplies.
7. Routinely inspects areas of the building and grounds for possible personnel and safety hazards and reports issues/concerns to the Supervisor. ● Day Custodian must visually inspect the entire building every day to ensure cleanliness and risk-free environment.
8. Performs minor repairs and preventative maintenance functions; Conducts such maintenance functions, which are assigned, with the knowledge and skill level as determined by the Supervisor.
9. Maintains and beautifies grounds by mowing lawns, watering, pruning, etc. under the direction of the Supervisor.
9. Follows all safety procedures and precautions while performing all tasks and job responsibilities particularly watching for safety hazards and guarding against fire, theft, and illegal entry.
10. Loads and unloads delivery vehicles when necessary.
11. Work under the direction of the principal or other responsible officials with planning for and carrying out special event set-up requirements.
12. Maintains a positive attitude with all staff and students.
13. Perform such other tasks as may be assigned by the Building Principal and/or Director of Building and Grounds or designee.

EDUCATION AND RELATED WORK EXPERIENCE:

 High School Diploma or GED

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.
- Certification of good health signed by a licensed physician

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Ability to read labels and appropriate written directions, including basic operating instructions
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Multitasking and time management skills, with the ability to prioritize tasks
- Ability and aptitude to successfully complete assigned tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Director of Buildings and Grounds and/or Principal

	POSITION TITLE	# of Employees
Direct Reports:	None	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.