



## JOB DESCRIPTION Sub Custodian

### GENERAL INFORMATION

<b>Title:</b>	Sub Custodian	<b>Union Status:</b>	SEIU
<b>Department:</b>	Custodial/Warehouse	<b>Work Year:</b>	260 days
<b>Location:</b>	Various	<b>Reports To:</b>	Supervisor, Custodial and Warehouse
<b>ISBE Classification/Code:</b>	N/A	<b>Evaluation:</b>	Annually by the Supervisor, Custodial and Warehouse
<b>FLSA Status:</b>	Non-Exempt	<b>Supervisory Responsibilities:</b>	None
<b>Salary:</b>	<a href="#">Current Contract</a>	<b>Benefits:</b>	<a href="#">Current Contract</a>

**GENERAL RESPONSIBILITIES:** Performs daily tasks to ensure buildings are properly maintained and cleaned, in addition to setting up for and breaking down onsite events.

### **ESSENTIAL FUNCTIONS:**

- Directly responsible to the Head Custodian.
- Perform all phases of the housekeeping and operations assigned by the Head Custodian.
- Perform work required for the routine cleaning and upkeep of the building.
- Mop, sweep, scrub floors and other surfaces.
- Clean, renovate, and renew floor surfaces.
- Clean and dust furniture, exhibit cases, fixtures, windows, doors, trim, and related furnishings.
- Wash and/or clean windows and door glass.
- Move furniture, supplies, and miscellaneous equipment as directed.
- Replace burned out light fixture bulbs.
- Replace stained, broken ceiling tiles.
- Collect all waste paper and debris and dispose of it according to building requirements.
- Clean and service all toilets and restrooms.
- Clean drinking fountains and wash basins.
- Report items that require repair.
- Lock and secure all doors and windows before leaving the building at the end of the shift.
- Perform all other such duties assigned by the Head Custodian, Principal, or Supervisor or Director of Facilities and Operations.
- Assist Head Custodian with snow removal from steps, sidewalks apply ice melt when appropriate.
- Report any injury or accident immediately. Assist the head custodian in filling out the proper forms relating to the injury or accident.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

- Strong oral, written communication and interpersonal skills.
- Ability to understand work directions and communicate in English
- Ability to manage multiple tasks with frequent interruptions.
- Ability to communicate, interact and work effectively and cooperatively with all stakeholders and with a diverse population.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to work cooperatively as a team member.
- Highly organized, flexible, able to manage multiple tasks with frequent interruptions and to work on multiple projects at one time.



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- Ability to work effectively with minimal supervision
- Ability to work with and communicate effectively and cooperatively with all stakeholders and with a diverse population
- Basic computer literacy and aptitude to learn
- Valid Illinois Driver's License
- CDL preferred, or willing to obtain within 6 months of employment

### **EDUCATION, CREDENTIALS and/or EXPERIENCE:**

- High School diploma or GED and be 21 years of age or older
- Previous custodial experience a plus
- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies
- Ability to use hand and power tools applicable to trade
- Ability to lift and manipulate heavy objects
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.

### **PHYSICAL DEMANDS and WORK ENVIRONMENT:**

While performing the duties of the job, the employee is occasionally required to sit; regularly use hands to finger, handle, or feel; and talk or hear. The employee regularly is required to reach with hands and arms. The employee is regularly required to stand, walk or lay to complete tasks. The employee must regularly lift and/or move a minimum of 10 pounds and occasionally lift and/or move 50 or more pounds. In the work environment, the employee is regularly required to climb a ladder and to work at heights. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee occasionally types using a keyboard.

In the work environment, the employee is regularly exposed to video display and regularly works in school environmental conditions. The employee occasionally works in the evenings or on weekends. The employee is regularly exposed to outdoor weather conditions and regularly works with the use of a district vehicle. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

*The physical demands and work environment described 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.*

### **Reviewed/Revised:**

March 2026

*The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.*