



## Carbondale Elementary School District No. 95

ADMINISTRATIVE OFFICE  
1150 E. Grand Avenue, Suite 2  
Carbondale, IL 62901  
618.457.3591 FAX ~ 618.457.2043



**Janice Pavelonis**  
Superintendent

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### **POSITION NOTICE**

### **CUSTODIAL WORKERS**

#### **SUMMARY**

This position is responsible for providing an atmosphere that is conducive to the learning situation, maintain high standards of cleanliness, and do preventive maintenance on items of equipment.

#### **QUALIFICATIONS**

1. High School diploma or equivalent required.
2. General knowledge of cleaning supplies and equipment.
3. Ability to understand and follow basic oral and written instructions.
4. Ability to be on your feet for long periods of time.
5. Enforce school regulations and policies in a professional manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Must be able to lift up to 50 lbs.
8. Must be able to carry up to 40 lbs.
9. Requires employee to have the ability to push/pull up to 30 lbs.

#### **SALARY**

\$16/hour. Benefits will be available in accordance with board policy.

#### **ASSIGNMENT**

This position is for multiple locations and shifts. The schedule is subject to change with district demands. Overtime may be available.

#### **CONTACT**

Brad Isom, Director of Maintenance  
Carbondale Elementary School District No. 95  
1150 E. Grand Avenue, Suite 2  
Carbondale, IL 62901  
(618) 457-3591

**POSTED: August 6, 2025**

**Applications will be accepted until positions are filled.**

**Only Online Applications will be accepted and are available on our website:**  
**[www.ces95.org/employment](http://www.ces95.org/employment)**

**Carbondale Elementary School District is an Equal Opportunity Employer**

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#### **Board of Education**

Corey Cawthon, President  
Renada Greer

Catherine Field, Vice President  
Marshall Hunt

John Major

Imani McHenry, Secretary  
Tangela Oliver

## **DUTIES**

1. Dust mopping the gym floor, stage, and bleachers.
2. Dust mopping and wet mopping classroom floors.
3. Dust mop and wet mop hallways and stairs daily.
4. Vacuuming rugs and carpeted floors.
5. Moves furniture including chairs, tables, and desks.
6. Changes light bulbs.
7. Empties trash and carry to dumpsters
8. Services, cleans, and supplies restrooms.
9. Mixes water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
10. Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
11. Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
12. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
13. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
14. Helps to remove snow where appropriate.
15. Checks daily to ensure that all exit doors are open and all panic bolts are working properly.
16. Surveys classrooms daily and dusts and polishes appropriate furniture, files, bookcases, and windowsills.
17. Moves heavy furniture, equipment, and supplies, either manually or by using hand trucks.
18. Notifies managers concerning the need for major repairs or additions to building operating systems.
19. Dusts furniture, walls, machines, and equipment.
20. Cleans corridors daily.
21. Scrubs, mops, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
22. Washes all windows on the inside and those that can be reached on the outside at least once each year and more frequently if necessary. Windows where the public enters should be cleaned weekly if there is a need.
23. Helps keep grounds free of rubbish.
24. Cleans chalkboards/marker boards and trays daily.
25. Reports any major repairs needed to your building principal (first), maintenance supervisor, or the administrative assistant.
26. If assigned, assumes responsibility for cleaning and mopping of the cafeteria floor and kitchen floor.
27. At least twice a year cafeteria chairs, tables, and benches will be given a thorough cleaning.
28. Moves furniture or equipment within buildings as required for various activities as directed by the principal.
29. Removes snow from sidewalks and spread snow melting chemicals.
30. Requisitions supplies and equipment needed for cleaning

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31. Sets up, arranges, and removes decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
32. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
33. Performs emergency repairs and/or cleaning services as needed.
34. Keeps storage rooms neat and orderly. Dispose of all cardboard.
35. Performs other duties as may be assigned by administration.

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