

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Custodian

Qualifications:

1. High school diploma or equivalent, or compensating experience
2. Good human relations and communication skills
3. Ability to use standard hand tools
4. Ability to climb a ladder and work overhead
5. Ability to lift objects in excess of thirty (30) pounds in weight

Reports To: Building Principal or designee, Operations & Maintenance Administration, and Head Custodian

Supervises: N/A

Objective: To provide students and staff with a safe, clean, attractive, comfortable, and efficient environment in which to learn and work

Performance Responsibilities:

- A. Performs applicable daily cleaning in assigned areas, including, but not limited to:
  - Emptying all wastebaskets
  - Emptying all pencil sharpeners
  - Dust mopping all floors
  - Sweeping all stairwells
  - Cleaning & disinfecting sinks
  - Cleaning & disinfecting urinals
  - Cleaning & disinfecting toilets
  - Cleaning & disinfecting partitions
  - Cleaning mirrors
  - Cleaning hand dryers
  - Cleaning & refilling soap dispensers
  - Emptying & cleaning sanitary disposals
  - Re-stocking paper supplies
  - Wet mopping bathrooms & showers
  - Vacuuming carpets
  - Vacuuming entrance mats
  - Cleaning & disinfecting water fountains
  - Picking up large debris outside
  - Emptying outside trash containers
  - Securing windows & doors
  - Turning off lights
- B. Performs applicable weekly cleaning in assigned areas, including, but not limited to:
  - Dusting horizontal surfaces
  - Dusting SMART boards
  - Cleaning & conditioning white boards
  - Cleaning chalkboards & trays
  - Polishing drinking fountains
  - Cleaning and sanitizing classroom desktops
  - Wet mopping as assigned

- C. Performs applicable as-needed tasks in assigned areas, including, but not limited to
- Cleaning bathroom walls
  - Cleaning door glass
  - Wet mopping classrooms
  - Wet mopping hallways & stairs
  - Changing lightbulbs & ballasts
  - Completing first line maintenance
  - Removing graffiti
  - Cleaning & organizing storage areas
- D. Performs cleaning and maintenance of other areas as assigned by supervisor (i.e., snow removal, boilers, filters, etc.)
- E. Provides setup and cleanup for special events (i.e., meetings, athletic events, building rentals, etc.)
- F. Provides for building security, opening and closing exit doors at appropriate times
- G. Provides services to the building cafeteria (i.e., trash, tables, moving heavy items as needed, etc.)
- H. Raises and lowers the United States flag as directed
- I. Reports needed major repairs to the Head Custodian
- J. Helps students with problems (i.e., lockers, lost items, etc.)
- K. Performs other related duties as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Building Principal or designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Created November 18, 1996  
Last Revised (with CESP input and consent) August 13, 2019