



Cicero School District #99

Job Title: Substitute Custodian

Reports To: Building Head Custodian, Building Principal, Executive Director of Buildings and Grounds, and/or his/her designee

Position Summary

To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Qualifications & Requirements

- High school diploma or equivalent preferred
- Certification of good health signed by a licensed physician.
- Physically able to lift and carry 50 pounds and work from ladders or scaffolding.
- Aptitude for successful fulfillment of assigned performance responsibilities.

Duties & Responsibilities:

- Remains on the school premises during any working hours according to contract. · Responsible for general maintenance, upkeep and repair of assigned area.
- Keeps buildings and premises, including sidewalks, driveways and play areas safe, clean and neat.
- Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity under the direction of the Head Custodian.
- Cleans and maintains all boilers and other major equipment under direction of the Head Custodian.
- Assumes responsibility for the opening and closing of the building each school day. Checks daily to ensure that all exit doors are unchained and unobstructed and all panic hardware are working properly during the hours of building occupancy. Upon closing, checks that all doors and windows are secured and all lights, except security lights, are turned off.
- Cleans classroom floors and corridors and dusts daily.
- Mops and disinfects the toilet, floor daily and cleans all sanitary fixtures and drinking fountains daily.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Provides necessary support for lunch program.
- Checks washrooms and boiler rooms for any water damage.
- Responsible for carrying District pager and being on 24/7.
- Works on a substitute basis on days when substitute coverage is needed and when contacted.
- Accepts the substitute assignment when contacted to serve as a substitute custodian for a 7.5 hour shift. The shift times can range from approximately 8:00 a.m. to 3:30 p.m., 10:30 a.m. to 6:00 p.m., 12:30 p.m. to 8:00 p.m. or 2:30 p.m. to 10:00 p.m.
- Performs other duties as assigned.

Physical Demands:

Walk (continuously); bend, stoop, reach, push & pull (frequently) to access areas and to operate equipment; lift, up to 50 pounds (frequently), and up to 80 pounds (infrequently); grasp and manipulate tools/ equipment (frequently); use seeing, hearing and speaking.

Working Conditions:

Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; floor buffer vibration; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects. Night custodian may work alone.

Terms of Employment

Start Date:	Substitute Basis, on call as needed
Building:	Substitute Basis, on call as needed
Hours:	Substitute Basis, on call as needed
Work Year:	12 month
Compensation:	TBD
Union Affiliation:	None

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.