



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Night Custodian – 2nd Shift

Purpose Statement

The position of the Custodian has been established for the purpose(s) of providing support to assist in maintaining the physical school structures and grounds in a condition of operating excellence to ensure full educational use at all times. Keeps all buildings owned or leased by Crete-Monee School District 201-U in a safe, clean, and orderly condition for the building occupants.

Reports To

Director of Facilities
Night Custodial Supervisor
Building Principal/Assistant Principal
Head Custodian

Essential Functions

To perform this job successfully, an individual must demonstrate aptitude and competence to perform essential functions as required (reasonable accommodations may be made to enable individuals with disabilities to perform essential functions).

Job Responsibilities

- Assists in maintaining an adequate inventory of cleaning and safety supplies.
- Assists with weekend and holiday building checks as arranged. (i.e. May be required to work weekend and/or holiday functions including but not limited to Church services, on a rotational schedule with other building custodial staff, as needed.)
- Assists other custodians and team members within the building.
- Cleans restrooms and locker/shower areas in accordance with established district procedures.
- Empties trash and garbage containers.
- Notifies supervisor concerning need for repairs.
- Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Polices grounds surrounding the building, including playgrounds. Cleans snow, ice and debris from sidewalks and pedestrian traffic areas.
- Replaces air conditioner and heating filters in accordance with Custodial Procedural Handbook.
- Responsible for following the procedures outlined in the Custodial Procedural Handbook.
- Responsible for proper raising/lowering and storage of flags.
- Responsible for securing building, including interior and exterior doors and windows, and setting alarm system at end of shift.
- Sweeps, mops, scrubs, vacuums and dusts in accordance with established district procedures.

- Works effectively unaided, with or without supervision after the training period has been completed.

Job Requirements: Minimum Qualifications

- A High School Diploma.
- Ability to lift up to 50 - 60 pounds.
- Valid Driver's license.
- Must possess an operating telephone number.
- Previous experience and skills as requested by the Director of Facilities or Superintendent.

Knowledge/Skills/Abilities

- Ability to follow safety and health standards and rules established by the district.
- Ability to demonstrate aptitude or competence for assigned responsibilities.

Physical Requirements

- The physical demands described here 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.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, or smell.
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally move, or lift with assistance, up to 100 pounds.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel or reach.

Terms of Employment

This is a 260 day (12 month) contracted, ACME union, non-exempt position. Single HMO medical, dental, and life insurance are paid by the Board of Education. Benefit days available: vacation, bereavement, personal, and sick days. Benefits subject to change per the ACME bargaining agreement.

Evaluation

Performance of this job will be evaluated in accordance with established procedures for custodial evaluation.