



EPSD124 Job Description

CUSTODIAN

TITLE:	Custodian
LICENSURE:	Not Applicable
CONTRACT:	Not Applicable
FLSA STATUS:	Non-Exempt - Hourly
REPORTS TO:	Director of Building & Grounds
SUPERVISORY RESPONSIBILITIES:	None
EVALUATION:	Performed as needed and annually by the Director of Building & Grounds

JOB GOAL:

The goal of the Custodian is to provide custodial services at assigned school buildings, ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing and maintaining facilities for classroom activities and building events.

ESSENTIAL DUTIES:

Restrooms

Daily:

- Empty Waste Baskets
- Mop and Disinfect Floors
- Clean and Disinfect Sink
- Clean and Disinfect Mirrors
- Clean and Disinfect Toilets, Urinals, and pipes
- Empty Sanitary Napkin Receptacles
- Check Hand Soap, Paper Towel, and Tissue Supplies
- Check That Toilets, Urinals, Faucets, and Drains Are Working
- Clean the Exterior of all Dispensers (Tissue, Soap, Etc.)
- Clean and Disinfect door knobs/handles

Weekly:

- Clean doors and partitions
- Check Deodorant Blocks
- Spot Clean Walls and Ceiling
- Replace Lights
- Clean Baseboards

Classrooms

Daily:

- Vacuum All Carpeted Areas and Spot Clean Where Needed
- Dust Mop All Tiled Floors and Spot Clean/Mop Where Needed
- Empty Waste Baskets/Recycle bins
- Clean Sinks and Faucets
- Empty Pencil Sharpeners
- Clean Chalkboards, White Boards and Ledges
- Clean and Disinfect Tables, Desks, Door Knobs/Handles

Weekly:

- Dust all ledges and other surfaces
- Clean Window Glass

Hallways and Entrance

Daily:

- Dust Mop all Halls and Entryways/Mop and Scrub Floors
- Vacuum Entryway Carpets
- Clean and Disinfect Drinking Fountains
- Sweep Stairs and Floors of Utility Rooms (non-classrooms)

- Clean Stairs
- Clean and Disinfect Door Knobs/Push Bars /Handles

Weekly:

- Dust All Ledges, Tops of Coat Racks, and Tops of Lockers
- Clean Door Glass and Steel Plates on Doors and Entryways
- Machine Scrub and Buff Hallways
- Clean Interior Windows
- Spot Clean Walls and Baseboards
- Replace Light Bulbs
- Remove Cobwebs

Gym and Stage

Daily:

- Clean, Disinfect, and Put Away Tables after Lunch
- Dust Mop Entire Gym Floor and Wet Mop/Scrub Where Needed

Weekly:

- Machine Scrub Entire Gym Floor
- Clean Gym Door Glass
- Sweep Stage
- Clean Interior Windows
- Spot Clean Walls of Gym
- Clean, Disinfect, Bleachers and Wall Mats
- Clean, Disinfect, Tables, Counters, backs of chairs, door knobs, light switches, et

Offices

Daily:

- Sweep Office Floors and Vacuum any Carpets
- Empty Wastebaskets
- Dust all Ledges and Other Surfaces
- Clean and Dust Phone
- Disinfect all work surfaces and touch points

Locker Rooms

Daily:

- Empty Waste Baskets
- Clean and Disinfect Sinks
- Clean and Disinfect Mirrors
- Clean and Disinfect Toilets
- Empty Sanitary Napkin Receptacles
- Check Hand Soap, Paper Towel, and Tissue Supplies
- Check That Toilets, Urinals, Faucets, and Drains Are Working
- Mop and Disinfect Floors
- Clean Exteriors of all Dispensers (Tissue, Soap, Etc.)
- Clean and Disinfect benches
- Clean and Disinfect Door Knobs and Handles

Weekly:

- Check Deodorant Blocks
- Clean Doors and Partitions
- Spot Clean Walls and Ceiling
- Replace Lights
- Clean Baseboards

OTHER FUNCTIONS:

- Please conserve energy and turn lights off. Do not leave the lights on in rooms you are not in cleaning.
- Other tasks may be assigned as needed. Use time management to ensure that all of your responsibilities are completed effectively each day.

QUALIFICATIONS:

- High School diploma or equivalent
- Job related experience preferred
- Proficient in computer skills
- Good attention to detail
- Good interpersonal and communication skills with others in the buildings/departments
- Good attendance and punctuality

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Basic math, including read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; dependability; working as part of a team; and working with constant interruptions.

Education/Preparation

The employee shall possess the equivalent of a high school diploma; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois if applicable.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel. The employee's job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 90% walking.. The job is performed under minimal temperature variations and in some hazardous conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in a building setting with children and other adults, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

UPDATED

1/2024