



Marquardt School District 15
Job Description

Title: Custodian

Qualifications:

- High School Diploma/GED, preferred
- Previous custodial experience, preferred
- Has English proficiency to effectively communicate verbally
- Possess good judgment, trustworthiness, and flexibility

Essential Job Functions:

- Reports to Principal and Director of Buildings and Grounds
- Communicates and take direction of lead custodian
- Ability to prioritize and manage multiple tasks
- Lifting, carrying, reaching, fine motor dexterity
- Willingly accepts direction
- Is able to move, lift and carry objects weighing up to 50 pounds.
- Display appropriate communication and interpersonal skills; and the ability to work cooperatively with a diverse population
- Demonstrates dependability and promptness
- Ability to coordinate substitute as needed
- Ability to work evenings and weekends as required

Duties and Responsibilities:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat, clean and safe at all times.
2. Must have district phone on throughout work day and be available for contact outside of work hours.
3. Regulates HVAC systems according to seasonal changes, insures economical usage of fuel, water, electricity and checks outside security lighting for burnt out bulbs.
4. Knowledge of chemical labels and safety data sheets (SDS)
5. Shovel and/or salt walks, driveways, parking areas and steps as appropriate or as ordered by the principal.
6. Checks daily to see that the pathways to exit doors are not blocked, checks panic bars to make sure they are working properly.
7. Raises the United States and State of Illinois flags at or before 8:00 a.m. on each school day and lowers it at or after 3:30 p.m., unless flag is illuminated at all times.
8. Follows classroom cleaning protocol as established
9. Keep corridors clean at all times
10. Washes down all restroom walls and partitions on a weekly basis, daily disinfects toilets, urinals, sinks, and floors. Additional cleaning protocol may be required.
11. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
12. Keep exterior of building property clean and free of debris
13. Collects waste and recycling and discards materials in appropriate refuse containers
14. Maintains and waxes all tile floors throughout the building as well as shampooing rugs and carpets as needed.
15. Report building concerns to lead custodian or Director of Buildings and Grounds.
16. Reports any vandalism or graffiti to the Principal, Police and Director of Buildings & Grounds immediately.
17. Remains on the school premises during school hours, and during other non-school hours when the use of the building has been authorized and his/her attendance is required by the principal or Director of Buildings and Grounds.



18. Follows proper protocol for the opening and closing of the building each school day.
19. Be aware of student activity in the halls, report anyone who is present in the building without authorization.
20. Comply with local laws regarding storage of trash, rubbish and waste, and is well prepared to clean-up and disinfect blood-borne pathogens, utilizing proper attire, mucus membrane protection, and proper disposal techniques.
21. Checks playground equipment, bathroom fixtures and building furniture on a regular basis and reports damage or repairs item.
22. Is responsible for lunchroom table set-up and take-down. Works directly with food service personnel to facilitate an orderly lunch time. Helps to clean-up and organize the system for smooth implementation.
23. Organizes and keeps clean custodian room, boiler room and all storage areas throughout the school.
24. Additional duties as assigned by Principal and/or Director of Buildings & Grounds

Terms of Employment:

- Salary and work year to be established by the Board

Evaluation:

- Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Educational Support Personnel.

Updated: March 2019