

Lyons Township High School District 204
JOB DESCRIPTION,
QUALIFICATIONS
and
PERFORMANCE RESPONSIBILITIES

FOR JOB TITLE: Custodian
TERM: Twelve Months
REPORTS TO: Supervisor, Buildings & Grounds

JOB GOAL: The Custodian shall perform all custodial and housekeeping duties, inside and outside the building, as directed by supervision. Duties shall include housekeeping an assigned custodial route, operating equipment, completing facility preparations/setups for school and community events, repairing building furnishings, operating district motor vehicles and reporting unsafe conditions or other situations requiring maintenance staff attention.

QUALIFICATIONS:

- High School Diploma or General Education Diploma preferred.
- Ability to complete manual labor tasks and use common hand tools.
- Ability to read and understand or interpret work orders.
- Ability to lift items 75 pounds or greater 12 inches off of floor, walk, climb, balance, kneel and other similar physical actions.
- Experience in the operation, care and cleaning of tools and equipment necessary to perform housekeeping duties.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PROBATIONARY PERIOD: Four Months (May Be Extended to Six Months)

PERFORMANCE RESPONSIBILITIES:

- Reliably perform housekeeping tasks for a custodial route as assigned.
- Provide facility preparation/setup services for school or community organizations.
- Secure rooms daily according to operating standards, including closing windows, turning off lights, air conditioning units, and other classroom or office equipment.
- Stock and supply custodial carts and closets.
- Operate all floor care machines skillfully and efficiently.
- Accurately follow procedures for safe use, handling and storage of cleaning chemicals.
- Provide services related to uses of facilities as required during athletic events.
- Assist maintenance staff with large projects as necessary.
- Report all unsafe conditions or situations requiring maintenance or repair, as they are observed, to supervision.
- Move furniture and relocate equipment as necessary for plant operation.
- Restock paper supplies prior to supplies being depleted in areas as assigned.
- Assist with outdoor maintenance tasks, including snow removal and other grounds maintenance as necessary.

- Replace light bulbs and ceiling tiles as necessary; excluding jobs requiring scaffolding.
- Perform other duties or services as assigned which are related to building operations and maintenance.

*LTHS District 204 is an equal opportunity employer and does not discriminate on the basis of any status protected by law. The Equal Employment Opportunity and Minority Recruitment Policy may be found in Board Policy 5:10, located on the [**D204 BOARD OF EDUCATION POLICY PAGE**](#).*