



Position: Custodian - Day Shift

Duration: 260-Calendar (12 Months)

Building: GBN/GBS High School

Department: Buildings and Grounds

Reports to: Buildings and Grounds Manager and Assistant Buildings & Grounds Manager

Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

Daily during the school year:

- Clean classrooms in assigned areas using established practices and procedures: empty trash, vacuum, dust, spray & wipe down desks and whiteboards, clean door frames, handles, light switches, glass, and windows, and spot clean walls in the entrance area.
- Sweep, dust mop, and/or clean locker room, classroom, cafeteria, and corridor floors.
- Empty hallway wastebaskets as needed, clean carpeted hallways, clean interior/exterior glass as assigned, check lights and replace.
- Sweep stairwells as necessary, check walls and clean as needed, and replace light bulbs.
- Clean and sanitize restrooms including toilets, sinks, and showers. Empty trash, sweep floors, stock supplies, clean water fountains, and check lights. Ensure space is ready for the next day.
- Secure facilities by locking all doors and closing windows.
- Be energy conscious and turn off any unnecessary lights or appliances not being used.
- Receive, log, and deliver all supplies, equipment, and communications (UPS, FedEx, etc.) that arrive each day.
- Unload and/or relocate supplies, furniture, and equipment as directed.
- Be on call for emergencies (blood spills, food spills, emergency setups, deliveries, etc.).

- Empty hallway wastebaskets as needed, clean carpeted hallways, clean interior/exterior glass as assigned, check lights and replace.
- Assist in emergency clean up including snow removal and flood containment.
- Responsible for stripping and refinishing hard surface floors throughout the building.
- Use specialized equipment as directed, such as high-speed and low-speed floor machines.
- Use of carpet cleaning equipment and machines.
- Set up for the general campus, meetings, rentals, athletics, theatrical events, and banquets.
- Assist in cleaning, relocation, and setups at off-campus and district buildings.
- Painting assignments as directed.
- Power wash pool deck and hard surfaces over school breaks.
- Assist on Grounds when needed.
- Move and label furniture from rooms for summer carpet cleaning or construction projects, and return back to the correct location when completed.
- Perform other duties as assigned by the supervisor.

Qualification Requirements

1. Ability to read and understand basic directions and operating instructions such as safety rules and procedure manuals. Ability to communicate verbally to staff, students, and community visitors while demonstrating a positive attitude.
2. High school diploma or general educational degree (GED).
3. Ability to work in the building alone, identify & take action to remedy potential safety or health concerns.
4. Demonstrated aptitude for successful completion of essential duties and responsibilities.
5. Maintained regular attendance.
6. Positive attitude and spirit of collaboration.

Physical Requirements

1. Ability to perform physical labor in all possible weather conditions (rain, cold, snow, heat, wind); ability to climb stairs and ladders occasionally
2. Ability to stand, walk, bend, reach and the ability to frequently lift/push/pull over 50 lbs, in performing various assignments as well as the ability to operate all related equipment.

Benefits

Medical, Dental, Vision, IMRF Pension

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.