



## **Prospect Heights School District 23 Prospect Heights, Illinois**

**TITLE:** District Custodian

**REPORTS TO:** Custodian is under the direct supervision of the Custodial Supervisor and Building/District administrators.

**HOURS:** Full Time Position: Day & Hours: Monday-Friday 2:30pm - 11:00pm

**LOCATION:** Eisenhower Elementary School & MacArthur Middle School

### **FULL JOB DESCRIPTION**

The job of Custodian was established for the purpose of maintaining an attractive, sanitary and safe facility for students, staff and the public; providing equipment and furniture for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner.

### **QUALIFICATIONS**

- Must possess a valid Illinois driver license.
- Minimum of high school education or equivalent.
- Ability to speak fluent English.
- Ability to read, write, and understand written and verbal instructions.
- Ability to utilize Google Mail, Google Drive, and Google Calendar.
- Ability to utilize web based work order and facility scheduling programs.
- Ability to recognize improper function of electrical, mechanical, and plumbing systems.
- Ability to recognize unsafe hazards.
- Ability to perform minor building repairs & maintenance tasks including but not limited to: painting, sink and toilet leaks, door hardware, ballast replacement, landscaping, school furniture.
- Physical fitness required to perform assigned duties including lifting heavy objects (up to 40 lbs. on a regular basis and 80 lbs. on an occasional basis), remaining standing for long periods of time, and working on ladders.

- Ability to wear safety shoes and all correct PPE (Personal Protective Equipment) when performing different tasks.

## **PERFORMANCE RESPONSIBILITIES**

The specific duties and responsibilities of the Custodian shall be to:

- Be responsible for adherence to and implementation of school district cleaning standards and good housekeeping practices in both interior and exterior working areas;
- Be responsible for the security of district facilities;
- Move furniture, supplies, and miscellaneous equipment as needed;
- Remove snow and ice as needed;
- Be responsible for the proper use of all supplies, tools, and equipment used in the performance of duties;
- Keep tools and mechanical equipment owned by the district in clean condition and good repair;
- Comply with and ensure all rules, regulations, and safety policies are followed;
- Respond to any emergency within the scope of ability;
- Fill in for persons absent in any of the other areas of custodial operations;
- Report injuries, accidents, and illness (absences) of custodians to the custodial supervisor/building administrator;
- Communicate effectively with district personnel;
- Perform other duties as assigned.

## **ESSENTIAL FUNCTIONS**

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Inspects facilities to ensure that the site is suitable for safe operations, is maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.

- Performs minor job related, maintenance on custodial equipment, classroom furniture and fixtures for the purpose of ensuring proper functioning and usability of items.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the building site.
- Prepares site for daily operations as may be required (e.g. opening gates, raising/lowering flags, sweeping walkway, shoveling, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities throughout the day as needed.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action and/or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial maintenance activities.
- Demonstrates good judgment, trustworthiness, dependability, promptness, flexibility, and emotional maturity.

**EVALUATION** Evaluated by the Custodial Supervisor and/or the Director Operations

### **TERMS OF EMPLOYMENT**

This is a 12-month position with the work days and calendar established annually by the Board of Education. The District provides a competitive salary and benefits package that is commensurate with experience.