

Oswego Community Unit School District 308

Job Description Form

Job Title: Custodian

Location:

Division/Department: Administrative Services

Reports to:

Title: Building Engineer, Supervisor and Principal

Level/Grade:	Type of position: Per contract	Hours Per contract
Non-Certified	<input type="checkbox"/> Full-time	Work Year: Per Contract
IMRF	<input type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

General Description and Job Goal:

- Demonstrated aptitude for successful completion of the tasks assigned.
- Must be able to lift 50 pounds.
- Must demonstrate good written and verbal communications skills.
- To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.
- To adhere to the work schedule and assignments specified by the building principal and building engineer.
- To develop a systematic procedure whereby all responsibilities can be performed in a most efficient and effective manner.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Responsibilities:

1. Uses Custodial Procedures Manual and daily task cards as standards for upkeep of building.
2. Keeps building neat and clean at all times.
3. Reports repairs needed and any damage to School property promptly to the Building Engineer.
4. Must maintain confidentiality at all times.
5. Remains on the school premises during school hours (with the exception of 30 minute lunch break) and during non-school hours when the use of the building has been authorized and his/her attendance required by the Principal. At least one Custodian should remain in building at all times.
6. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.

7. Moves furniture or equipment within buildings as required for various activities and as directed by the Principal or Building Engineer.
8. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
9. Assists in keeping the grounds free from rubbish and litter, as schedules and weather conditions permit.
10. Assists with snow removal and salting as required by Supervisor.
11. Assists in changing light bulbs as needed.
12. Is courteous, thoughtful, considerate and neat at all times.
13. Wears uniform and district I.D. card daily and for scheduled weekend work.
14. Communicates with Building Engineer daily about supplies, problems, schedules, time off, etc.
15. Understands that schedules or duties can be changed at any time by approval of Building Administrators or Director of Operations.
16. Other duties as assigned.

Education Requirements:

Reviewed by:

Title:

Approved by: John Sparlin

Title: Assistant Superintendent for Administrative Services

Date posted:

Date hired: