

Mount Prospect School District 57

Title: Custodian

Reports To: Building Administrator / Facility Supervisor

Job Goal: To provide students with a safe, attractive, comfortable, clean, and efficient educational environment.

Essential Duties and Responsibilities:

1. Participate in the general cleaning and maintenance of the school building.
2. Clean and maintain all boilers and other major HVAC equipment in the school.
3. Maintain the grounds surrounding the school.
4. Assist with the removal of snow from sidewalks and entrances to the school.
5. Maintain a supply of the necessary materials and equipment needed to effectively clean the school.
6. Maintain the safety and security of the building and grounds.
7. Assume responsibility for general fire safety of the school.
8. Attend district or school meetings when necessary or appropriate.
9. Able to work flexible hours (i.e. times of student non-attendance, snow, emergency, etc.).
10. Perform other appropriate tasks as assigned by the facility supervisor, lead custodian (if applicable), and/or building administrator.

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

Education and Experience: High school diploma or equivalent. Two years of experience as a custodian preferred.

Language Skills: The employee must possess the ability to read, write and comprehend simple instructions, short correspondence, and simple memos; and the ability to effectively communicate information to other staff in one-to-one and small group situations.

Mathematical Skills: The employee must possess the ability to add, subtract, multiply and divide in all units of measurement, using whole numbers, common fractions, and decimals.

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Reasoning Ability: The employee must possess the ability to apply common sense understanding to carry out basic written and oral instructions.

Other Skills and Abilities: The employee possess the ability to develop effective working relationships with other staff, and the school community; the ability to perform duties with awareness of all district and Board of Education policies; and the ability to understand confidentiality and to abide by confidentiality regulations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 90 pounds such as furniture and supplies. The employee must frequently push/pull up to 50 pounds such as cleaning carts. The employee is regularly required to reach with arms and hands. The employee is regularly required to stand, walk, talk and hear. The employee is occasionally required to sit, to use hands and fingers to feel objects, tools or controls; climb or balance; and stoop, kneel, crouch and crawl. Specific vision abilities required by this job include close vision and peripheral vision. The employee needs to be able to tell where a sound is coming from and to hear in a noisy environment.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is at times loud. The employee is frequently exposed to infection at a greater risk than the average person. The employee must work with the public and other staff.

Terms of Employment: Work year, salary, and work schedule to be established by the Board of Education.

Evaluator: Job performance is evaluated by the building administrator(s) with the input of the Facility Supervisor.

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