

Title: Custodian

Reports to: Head Custodian / Principal / Director of Operations

Summary of Position

Perform general cleaning duties such as dusting, sweeping, mopping and similar duties associated with maintaining the cleanliness and appearance of the interior and exterior of the building. *Part-time custodians* have the same duties as appropriate for the hours assigned.

Qualifications

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- Minimum one year of experience as a custodian, preferably in a school setting
- High school diploma or equivalent
- Able to receive direction and question what is not clear
- Required to properly handle chemical cleaners and supplies following school training and manufacturer's directions.
- May be required to work during school holidays, weekends, days, evenings, and overtime during inclement weather as directed by the Buildings and Grounds Foreperson or the Director of Operations

Skills:

- Ability to adapt
- Attention to detail
- Takes initiative
- Interpersonal skills
- Demonstrates the ability to maintain effective and professional working relationships with students, staff, supervisors, and other members of the school community
- Must be able to meet the district's cleaning, maintenance, and safety standards

Knowledge of (Equipment or Software):

- Basic cleaning equipment
- Gmail

Essential Duties and Responsibilities

- Complete daily cleaning assignments in accordance with the Custodial Cleaning Checklist
- Perform additional duties which may include, but are not limited to, waxing, buffing, window washing, grass cutting, and snow shoveling
- Provide custodial assistance for building staff, students, and visitors as necessary
- Monitor the meeting schedule and prepare the room for the function, i.e., move and set up furniture and provide clean-up as necessary
- Accept school deliveries and coordinate the location with building staff
- Perform minor building repairs and assemble furniture
- Report necessary repairs to the Head Custodian
- Follow the closing procedure and secure the building upon completion of their shift
- Complete preventive maintenance of HVAC and other building equipment as directed by the Head Custodian

- Complete special project work as assigned
- Perform other duties as assigned by the Head Custodian, Principal, or the Director of Operations

Key Success Factors

- Positive demeanor
- Takes direction
- Is flexible and can prioritize
- Proactive communicator with supervisor
- Self-starter
- Has a positive attitude and understands the importance of providing excellent customer service

Physical Demands and Work Environment

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.

Physical Demands:

- No physical limitations which would prevent the applicant from satisfactorily performing job duties, including lifting, climbing ladders, etc., within recognized standards.
- Some heavy lifting and physical labor is required. Required to lift and/or move a minimum of 50 pounds regularly

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description complies with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Terms of Employment

- **Work Year:** 255 work days
- **Leave:** 5 Vacation Days / 14 Sick Days / 2 Personal Days
- **FLSA Status:** Non-exempt
- **Retirement:** IMRF
- **Benefits:** Eligible
- **Salary:** Commensurate with experience, B-3, \$21.52 - \$31.78 hourly (2025-2026)