

# COMMUNITY CONSOLIDATED SCHOOL DISTRICT 93

## JOB DESCRIPTION

Job Title: **Custodian/Custodian Floater**  
Pay Schedule/Range: **24 pays per year**  
Reviewed Date: **October 12, 2023**

Reports To: **Principal**  
FLSA Status: **Non-exempt**  
Work Year: **July 1 – June 30 (261 days)**

**SUMMARY:** Responsible for the cleanliness, sanitation, security, and basic maintenance of the assigned school building, grounds, and equipment. Ensure a safe and pleasant learning environment for students, staff, and the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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 the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Clean building including classrooms, locker rooms, restrooms, offices, and hallways by removing trash, vacuuming, mopping, sweeping, dusting, buffing, cleaning carpets, washing windows, and scrubbing floors. Complete minor maintenance work.	D	60%
2. Remove snow and ice from all areas as needed to ready buildings and parking lots for day or night activities, including after hours and weekends.	M	10%
3. Assist staff, public, students, teachers, and community groups using the building during assigned shift. Answer questions; respond to requests, and/or direct individuals to appropriate people or building areas.	D	4%
4. Change light bulbs; clean heating/cooling vents; monitor boilers for proper pressures; routinely examine water/air pipes and facility roof and structure for damage and leaks; and perform minor repairs to building, furniture, equipment, includes changing ceiling tiles. Report building maintenance repairs to immediate supervisor and/or appropriate maintenance department.	D	4%
5. Assure building security by locking/unlocking doors at appropriate times, recognizing and correcting unsafe security conditions, or reporting condition to appropriate personnel or authorities.	D	4%
6. Set-up for school programs, meetings, assemblies, special events, and after-hours functions as requested. Move and set-up computers, public address system, audio-visual equipment, furniture, and lighting as needed.	W	4%
7. Assist with routine grounds duties including picking up trash; cleaning outside windows, doors, and lighting. Occasional weekend work for special events.	W	4%
8. Respond to emergencies such as fire alarms, broken pipes, electrical shorts, and fires. Assist building staff as needed during emergencies to assure student and staff safety.	M	4%
9. Perform seasonal, summer, and project cleaning as planned and assigned by supervisor.	M	3%
10. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL =</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent
- No experience required

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Basic oral and written communication skills
- English language skills
- Basic problem solving skills
- Ability to arrive on time for work
- Ability to acquire skills necessary to operate various types of cleaning equipment
- Ability to prioritize tasks and adapt to changes as required
- Ability to promote and follow Board of Education policies, Superintendent, building and department procedures

- Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of basic custodial equipment preferred at hire; required within 3 months after entering position
- Basic operating knowledge of and experience with personal computers, peripherals, and office software
- Basic operating knowledge of and experience with typical office equipment, such as telephones, multi-function machines, E-mail, etc.
- Operating knowledge of the Google Suite

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Principal

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is frequently required to climb or balance. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is frequently exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderate

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate, compare, and evaluate. The employee is frequently required to analyze, compute, synthesize, use interpersonal skills, and compile. The employee is occasionally required to copy, coordinate, instruct, and negotiate.