

Elementary School District 159
Job Description

TITLE: Custodian

DEPARTMENT: Building and Grounds

EFFECTIVE DATE: Immediately

POSITION SUMMARY

The primary responsibility of the employee is to clean and maintain a safe, attractive, comfortable, clean, and efficient place in which students can learn, play, and develop.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Buildings and Grounds/ Principal

Supervises: N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. **Maintain buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.**
2. **Shovel, plow, and sand walks, driveways, parking areas, steps, as appropriate.**
3. **Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.**
4. **Sweep classrooms daily and dust furniture per assigned schedule.**
5. **Scrub, hose down, and disinfect restroom floors daily, and clean all sanitary fixtures and drinking fountains daily.**
6. **Wash windows on both the inside and outside at least twice each year, and more frequently if necessary per cleaning schedule.**
7. **Sweep, mop and vacuum floors in a clean and attractive condition and in a good state of preservation.**
8. **Monitor and clean restrooms a minimum twice daily or as directed by the Principal and/or Director of Building and Grounds.**
9. **Clean all chalkboards per assigned schedule.**
10. **Make minor building repairs.**
11. **Report major repairs needed promptly to the Director of Buildings and Grounds or the Principal.**
12. **Assume responsibility for the opening and closing of the building each school day, for determining, before leaving, that all doors and windows are secure, and all lights, except those left on for safety reasons, are turned off per assignment.**
13. **Maintain an inventory of supplies, equipment, fuel on hand, and requisition needed replacements from the Director of Buildings and Grounds.**

- 14. Move furniture or equipment within buildings as required for various activities as directed by the Principal and/or Director of Buildings and Grounds.**
- 15. Able to plan projects and schedule general maintenance and repairs.**
- 16. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.**
- 17. Conduct periodic inspections and tests of all electrical installations in the school to ensure safe conditions.**
- 18. Responsible for providing coverage for all custodial schedules within school.**
- 19. Turn on and off all Heating/Cooling units and Metal Detectors.**
- 20. Perform other duties as assigned by the Principal and/or Director of Building and Grounds.**

QUALIFICATIONS

- **Able to perform heavy manual labor which includes bending, lifting, and carrying items of a minimum weight of 50 lbs.**
- **Able to walk and stand for long periods.**
- **Able to follow written schedules and instructions.**
- **High School Graduate, or equivalent skill level**
- **Demonstrate aptitude or competence for assigned responsibilities.**
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**

WORK ENVIRONMENT AND CONDITIONS

This work requires the regular exertion of up to 25 pounds of force; frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; worker is frequently standing, walking, speaking or hearing and using hands to finger, handle or feel and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and /or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, playground, classroom, light traffic).

Work environment characteristics and 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.

TERM OF EMPLOYMENT:

1. Twelve-month year
2. Salary and work year to be established by the Board.

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3. Medical, Dental, Vision coverage and Accrued Personal, Sick, and Vacation Time
4. Full Time Employment
5. Union-based position
6. Pension Benefits

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Elementary School District 159 is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.