



## CUSTODIAN

### QUALIFICATIONS:

- Minimum of a high school education or equivalent
- Possess a valid driver's license with the State of Illinois
- Previous experience as a custodian in an educational or institutional environment preferred
- Must be able to climb and balance on ladders and scaffolding, kneel, crouch, and stoop
- Must be able to operate heavy power tools, small hand tools, and various test equipment
- Must be able to perform strenuous physical effort to include lifting, pulling, and pushing over fifty (50) pounds
- Must be able to work indoors and outdoors under a variety of environmental conditions including extreme temperature changes, changes in lighting, excessive noise, high humidity, and tight space conditions

### REPORTS TO:

- Facilities Supervisor

### JOB GOAL:

- Performs daily cleaning activities as assigned to maintain a clean, neat, attractive, safe, and secure environment for all buildings
- Assists in the setup and teardown of all school and non-school activities.

### ESSENTIAL DUTIES:

- Communication - Communicates with administration about current developments and problems, initiates problem solving with the person(s) involved, and refrains from participation in rumors or gossip
- Interpersonal Skills - Responds to service requests in a prompt and courteous manner, shows respect for others in all encounters, promotes and atmosphere of teamwork by establishing and maintaining productive working relationships, and accepts feedback non-defensively
- Dependability - Arrives to work on time, abides by break and lunch rules, accepts responsibility for working weekends and holidays when necessary, follows established practices for all leave requests, and does not allow non-work related interruptions to interfere with the completion of assigned duties
- Safety - Follows established safety practices and completes all required safety training on an annual basis to include wearing the appropriate personal protective equipment when necessary
- Daily cleaning activities include but is not limited to cleaning door glass, marker boards, chalkboards and trays, desks, tables, chairs, drinking fountains, emptying waste in all areas, sweeping, mopping, vacuuming, dusting, stripping, waxing, and buffing
- Daily restroom cleaning activities include but are not limited to cleaning sinks, stools, urinals, mirrors, sweeping and mopping the floor, and restocking all necessary supplies
- Daily setup and teardown of school and non-school activities include but is not limited to chairs, tables, bleachers, and cafeteria tables
- Snow removal which includes but is not limited to snow and ice removal of all sidewalks, entrances, parking lots, playgrounds, and drives, and the salting of all walks
- Maintains and uses equipment and material to prevent damage, waste, and premature deterioration - this includes but is not limited to floor machines, vacuums, and pickup machines
- Responsible for the determination and ordering of all materials and supplies required in performing day-to-day work assignment and restocks custodial cleaning cart and custodial closets
- Security - Ensures that a minimum of ten (10) percent of each normal working day is devoted to providing a safe and secure environment for all students, the public, administrators, certified staff, and non-certified staff, and safeguards all buildings, furnishings, books, and apparatus contained within the school district from premature damage and misuse
- Minor preventive maintenance includes but is not limited to changing light bulbs, changing fan belts, lubricating bearings, and changing air handler filters
- Other duties - performs other duties as assigned

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.