

East Moline District #37  
East Moline, Illinois

JOB DESCRIPTION

Title: Custodian

Job Goal: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

Qualifications:

1. Certification of good health signed by a licensed physician
2. Ability to read basic operation instructions and write reports
3. Demonstrate aptitude for successful completion of the assigned tasks
4. Must be dependable, able to work without supervision, and work well with others
5. Ability to operate machinery and equipment related to the job
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to: Director of Maintenance and Operations

Performance Responsibilities:

1. Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times
2. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity
3. Assume responsibility for the opening and/or closing of the buildings as the case may be each school day and for determining before leaving, that all doors and windows are secured, and all lights are turned off, except those left on for safety reasons
4. Check daily to ensure that all doors and hardware are working properly
5. Shovel, snow blow, and/or salt walkways, entryways, driveways, parking areas, and steps, as appropriate for the safety of all staff, students, and visitors
6. Sweep and/or vacuum classrooms daily and dust appropriate furniture, files, bookcases, and window sills
7. Empty wastebaskets, sweep floors, and spot mop as necessary

8. Clean and disinfect desktops and tables at least once a week or as needed, except kindergarten classrooms need to be done daily; clean and disinfect classroom sinks daily
9. Clean all chalkboards, trays, and whiteboards at least once a week and chalk rails daily
10. Scrub, hose down, and disinfect restroom toilets, sinks, floors, and partitions daily and clean all sanitary fixtures and drinking fountains daily
11. Check hand soap, paper towel, and tissue supplies and refill on a daily basis
12. Replace light bulbs as needed
13. Replace damaged or stained ceiling tiles immediately
14. Clean corridors after school each day and during the day when their condition requires it
15. Pour water into floor drains each week
16. Wash all windows on both the inside and outside as necessary
17. Perform such yard keeping chores as grass cutting (where not accessible to large mower), tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition
18. Check and clean the grounds daily for rubbish
19. Keep all floors in a clean and attractive condition and in a good state of preservation by spot mopping, utilizing the auto scrubber, and burnish as needed
20. Move furniture or equipment within buildings as required for various activities and as directed by the Director of Maintenance and Operations or administrator
21. Assist with conducting of emergency drills for the purpose of ensuring that emergency procedures are in order and the ability to respond appropriately to alarms
22. Remain on the school premises during school hours and during assigned work hours when the use of the building has been authorized and people are in attendance, when required by the Director of Maintenance and Operations or administrator
23. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste
24. Perform emergency repair or cleaning services as necessary and report major repairs needed promptly

25. Report immediately to the Director of Maintenance and Operations or administrator any signs of vandalism or damage of the facilities
26. Use provided check lists to determine tasks to be done
27. Maintain supplies and equipment (e.g. cleaning solutions, paper products, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities
28. Perform such other light duties and assume such other responsibility as may be assigned by the Director of Maintenance and Operations or administrator

## Miscellaneous

The custodian will use the summer months to thoroughly clean the school. There will also be various light maintenance projects that will need to be done which are not mentioned above.

The Director of Maintenance and Operations will provide a list of summer projects for the custodian to complete. Prior to the beginning of summer work, the custodian will also prepare a cleaning schedule that will ensure that all building tasks are complete two weeks prior to the beginning of school.

### TERMS OF EMPLOYMENT:

Twelve month year: Salary and work year to be established by the Board

### WORKING ENVIRONMENT:

Generally requires 5% sitting, 80% walking, 15% standing, and a nominal amount of lifting (up to 50#), crouching, kneeling, climbing, pushing or pulling. Manual dexterity and the ability to operate custodial and light maintenance tools and equipment are required. The job is performed indoors and outdoors, with frequent temperature variations, depending on the time of year.

FLSA Status: Non-Exempt

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Personnel

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