

TITLE: CUSTODIAN

QUALIFICATIONS:

- a. High School diploma or equivalent required.
- b. Ability to read work orders or receive oral instructions; to confer with supervisor to locate material and to arrange for the processing, assembly, or repair of material.
- c. Shall be physically able to do the job and must demonstrate same during probationary period.
- d. Shall be adaptable to working around children and shall be of good moral character.
- e. Health examination for new employees part-time or full-time:
 1. Chapter 122 Article 34-5 of the Illinois School Code mandates that School boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.
 2. Prior to employment, all non-certified personnel must have a physical examination.

REPORTS TO: Building Principal

JOB GOAL: To maintain school building and grounds in a safe, attractive, comfortable, clean and efficient condition at all times.

PERFORMANCE RESPONSIBILITIES

- a. Keeps all buildings and grounds in a neat, clean and sanitary condition at all times.
- b. Cares for the lawn, shrubbery and playground, including the daily pick-up of paper, trash, and rubbish.
- c. Dusts and damp mop floors in corridors, entrances, stairwells and other assigned areas on a daily basis. Vacuums areas if carpeted.
- d. Operates various types of equipment including: scrubbers, buffers, high speed buffers and the heating and ventilating equipment.
- e. Performs such other duties as requested in order to create the best possible environment for the education of the students, including moving equipment, furniture, etc.
- f. The custodian may not open any part of the building for any purpose except the regular school work, unless requested to do so by the Principal. On such occasions, the custodian shall remain on duty and be responsible for the care of the building, receiving extra compensation only as provided by rules of the Board of Education.
- g. The custodian may not assign another person to perform his/her

duties without approval of the Principal, Superintendent, or Supervisor.

- h. Washes all windows on both the inside and the outside at least twice each year.
- l. Makes minor building repairs depending on one's capabilities.
- j. Checks all fuel deliveries and vouch for such deliveries by presenting delivery tickets to the Principal.
- k. Notifies management of equipment needing repair. Reports safety hazards promptly.
- l. Reports immediately to the Principal any damage to school property.
- m. Assumes responsibility for the opening and closing of the building each day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety/security reasons, are turned off,
- n. Conducts periodic inspections and tests of all electrical installations in the school to ensure their efficient and safe condition.

TERMS OF EMPLOYMENT:

Works twelve months. Salary schedules and other conditions of employment as established by the Board in conjunction with the negotiated contract.

EVALUATION:

Evaluated bi-annually by the building principal.

APPROVED BY THE BOARD OF EDUCATION ON MONDAY, JULY 29, 1996