

Custodian

JOB GOAL:

The Custodian shall be able to perform all custodial and housekeeping duties (inside and outside of the building) as directed by supervision. This shall include some minor repairs of building furnishings, operation of simple equipment, set up and operation of public address systems and may require operating district motor vehicles (excluding transportation department vehicles and equipment). This description applies also to individuals assigned to watchman duties.

QUALIFICATIONS:

1. High School Diploma or General Education Diploma.
2. Ability to complete manual labor tasks including the ability to use common hand tools.
3. Ability to operate district's lifts and climb ladders.
4. Ability to lift items in excess of 50lbs.
5. Ability to read and understand work orders.
6. All employees hired by Joliet Township High School District #204 shall have a basic level of computer knowledge and ability.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Be responsible for the daily and scheduled housekeeping or janitorial duties as required.
2. Observe and report all damaged areas of the building and grounds to supervisory staff.
3. Observe and report any malfunctioning mechanical equipment to supervisory staff.
4. Make minor building or equipment repairs.
5. Complete work orders as assigned by supervisory staff.
6. Provide assistance to organizations using school facilities.
7. Monitor light bulbs and ceiling tiles and replace as necessary; excluding jobs requiring scaffolding. If the custodian or maintenance person is working on a ladder over 6 feet tall, a safety person will be required to work with them.
8. Shovel and salt walks, driveways, parking areas and steps as assigned.
9. Move furniture or equipment in the buildings as required for various activities.
10. Provide set up and operation of public address systems.
11. If assigned, assume responsibility for opening and/or closing the building, or parts of the building in accordance with written procedures.
12. Complete all work in a manner that minimizes risk of injury to self, teachers, students or other persons.
13. Perform other duties or services as assigned that are related to housekeeping or janitorial tasks.