



JOB DESCRIPTION / RESPONSIBILITIES

TITLE: Custodian (Day, Evening, and / or Night)

REPORTS TO: Head Building Custodian

POSITION PURPOSE: Responsible for providing students, staff, and the community with a safe, attractive, clean, and efficient learning and working environment.

QUALIFICATIONS / EDUCATION:

- High school diploma
- Able to operate cleaning equipment and tools
- Valid Illinois driver's license

PHYSICAL ABILITY REQUIREMENTS:

- Regularly required to walk or stand.
- Regularly required to sit, stoop, kneel, crouch, or crawl.
- Occasionally required to run.
- Required to report to school buildings or locations where district activities/functions take place.
- Ability to lift and carry at least twenty-five pounds repetitively.
- Ability to move around the classroom or other district locations.
- Ability to establish and maintain effective working relationships.
- Ability to see, hear, and comprehend directions provided in the English language.
- Ability to speak and write in the English language to communicate with students and others in the school community.
- Consistently maintains confidentiality.
- Ability to use a keyboard to enter, retrieve, or transform data/information.
- Ability to read and check documents for accuracy.
- Ability to travel with students/staff from place to place within a classroom, a building, and outside on school grounds, or at school activities/functions at various locations (if assignment involves direct work with students).
- Ability to sit with students on the floor, in small chairs, or next to tables and desks (if assignment involves direct work with students).
- Ability to travel on student/district transportation (if necessary).

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
2. Cleans classroom and common areas including tabletops, dusting, mopping, and vacuuming.

3. Empties trash receptacles, disposes of trash into dumpsters, and bags trash for proper disposal.
4. Cleans restrooms including mirrors, sinks, toilets, urinals, walls, floors, and restocks paper and soap supplies daily.
5. Cleans hallways and lockers as scheduled.
6. Washes all windows (interior and exterior) as scheduled.
7. Ensures doors are locked after cleaning and keeps building secure at all times.
8. Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels.
9. Assists with set-ups and tear-downs of activities and events and moves furniture and equipment as directed.
10. Assists in on-the-job training of new staff on routine procedures.
11. May assist or perform snow removal activities.
12. Responsible for minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
13. Keep walkways clear of debris.
14. Pick up litter on school property.
15. Knowledge of fundamental tools, materials, practices, methods, and procedures for cleaning.
16. Follows all applicable safety rules, procedures, and regulations governing the proper use of tools and power equipment.
17. Complies with all laws and procedures related to the use of chemicals and hazardous materials and supplies.
18. Wears appropriate safety gear at all times.
19. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
20. Assists head custodian as needed.
21. Performs other duties and assumes other responsibilities as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Communicate effectively and professionally with students, staff and parents via written and/or oral forms of communication.
- Understand and perform positive behavioral interventions (if assignment involves direct work with students).
- Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
- Perform simple and repetitive tasks as well as complex and varied tasks.
- Establish and maintain cooperative working relationships with building staff and administration.
- Model non-discriminatory practices.
- Demonstrate organization and flexibility.
- Carry out instructions furnished in the written, oral or kinesthetic form.
- Maintain an organized workspace.
- Ensure confidentiality of sensitive/confidential information.
- Exhibit professionalism in appearance and demeanor.
- Adhere to established work and safety procedures.

- Work independently and within a team environment.
- Deal with others in high-stress situations.
- Organize tasks and set priorities, including managing multiple tasks simultaneously and completing said tasks on schedule.
- Maintain emotional control while under stress.

TERM OF EMPLOYMENT: 260-day work year at compensation set by the Board of Education in compliance with the current collective bargaining agreement with the Classified Employees Association of Lisle (CEAL).

EVALUATION: Performance will be evaluated at least annually in accordance with the Board of Education's policy on evaluation.

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Fair Labor Standards Act (FLSA) STATUS: Non-Exempt

APPROVED: September 16, 2024