

CUSTODIAN

Primary Duties: To maintain the physical plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

Reports to: Facility Operations Supervisor and Assistant Superintendent

Essential Duties and Responsibilities:

1. Maintains a high standard of cleanliness, safety, and efficiency in the school building and for the grounds in which they s/he is assigned to work
2. Performs minor repairs, including but not limited to: replacing worn or defective wiring, switches, faucets, and plumbing fixtures, replacing ceiling tiles, light bulbs, fixing student lockers, and any necessary painting that may be required
3. Strives to promote the safety, health, and comfort of the students, employees, and the community
4. Assumes responsibility for the general security and fire safety of the building
5. Assumes responsibility for the general cleaning needs inside/outside the classroom and in the building, including but not limited to: cleaning, vacuuming, shampooing, sweeping, mopping, scrubbing, sanitizing, and dusting. Cleaning tasks include all surfaces, vents, furniture, walls, windows, stairwells, equipment, and lavatory areas, including sinks, showers, urinals and toilets, mirrors, floors, and fixtures
6. Performs a wide variety of general upkeep and repair tasks, including but not limited to: replacing light bulbs and ceiling tiles, servicing locks and hardware devices, roof and drain cleaning and repairs, locker repairs, and wall repairs, including patching and painting
7. Refills toilet paper, paper towels, and hand soap in lavatories, break rooms, and kitchens
8. Breaks down boxes and empties waste baskets, recycling bins, and other refuse containers. Assists with the removal of the garage after lunch service.
9. Operates refuse compactor for garbage and recycling, and removes litter and debris from the interior and exterior of the building.
10. Cleans and stores supplies and equipment after each use
11. Sets up/takes down tables and chairs, stages, podium, flags, etc., needed for events, athletics, and activities.
12. Removes graffiti markings from walls and other surfaces, and reports them immediately to the Supervisor and Administration
13. Assists with maintenance and groundskeeping tasks, including but not limited to: routine maintenance, raising/lowering of the flag, snow removal, such as shoveling and throwing of salt to keep walkways safe, pruning/hedge trimming/operating small power equipment such as trimmers, snow blowers, etc.
14. Reports needed repairs to the Facility Operations Supervisor, prepares and maintains reports, and closes out work orders, as required.
15. Submits requests for tools, supplies, and equipment needed to the Facility Operations Supervisor and assists with the ordering, warehousing, and processing of the departmental needs.

16. Assists and performs inspections on the following, including but not limited to: ladder, eye wash/shower, exit lights, emergency lights, auto lifts, boilers, air vessels, and the elevator, reporting any concerns
17. Opens the building first thing in the morning, or secures the building before leaving if assigned to P.M./weekend duty, which includes boiler checks, freezer/cooler checks, shutting off all lights, and locking and securing all exterior doors
18. Loads, unloads, hauls, and transports packages, goods, supplies and materials, debris, and equipment as required, such as moving a 5-gallon bucket of paint, or a case of fruits, vegetables, or milk for food services.
19. Attends all professional development and training activities.
20. Inspects, prioritizes, and performs corrective maintenance and custodial tasks as identified, and not necessarily assigned
21. Performs other duties and assumes responsibilities for other duties assigned by the Facility Operations Supervisor and/or Assistant Superintendent

Necessary Knowledge, Skills, and Attributes:

1. Must be able to demonstrate the ability to comply with District and State regulations as they pertain to occupational, building, and safety standards
2. Must be able to read, understand, and follow multi-step written and verbal instructions
3. Must be able to perform mathematical calculations to ensure the mixing of chemicals and cleaning solutions is completed according to instructions
4. Must be able to demonstrate flexibility to changing work environments
5. Must be able to perform repetitive motion for long periods of time, and maintain the physical stamina to perform heavy lifting, prolonged standing, bending, crawling, climbing, and working in various types of weather
6. Must demonstrate the ability to adhere to safety practices and to comply with District procedures for the use of cleaning products, equipment, and/or other hazardous materials
7. Must be able to demonstrate the ability to follow a set routine at a pace that meets District standards, meeting deadlines and schedules
8. Must have a basic understanding of methods, materials, equipment, and tools used in the various trade areas
9. Must demonstrate the ability to operate the equipment required of the job correctly and safely, and to solve problems related to equipment operations
10. Must be able to operate small lift equipment, and use power and hand tools, etc., required of the job
11. Must possess the ability to work from ladders and work at particular heights, to access and replace light bulbs or place heavy supplies and materials on shelving, for example
12. Must be able to drive vehicles and equipment required to perform the job, including but not limited to: utility vehicles, trucks, vans, construction equipment, mowers, and industrial cleaning equipment

Required Qualifications and Experiences

1. Must possess a high school diploma or GED
2. Must possess a valid Illinois state driver's license

3. Must demonstrate proficiency with the skills, knowledge, and attributes required of the job, including basic reading and writing skills, active listening, and communication skills

Working Conditions and Physical Effort

1. Individuals appointed to these assignments must have adequate physical strength, physical agility, and visual and auditory acuity to perform the duties of this assignment, and be able to maintain these skill sets
2. Successful candidates must submit a post-offer, pre-employment physical examination and medical history check
3. Considerable physical activity. Job requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds, such as lifting boxes of supplies or materials, loading them onto a cart, and pushing or pulling the cart to storage areas
4. Ability to walk, stand, or sit more than 50% of a standard 8-hour shift
5. Work environment involves following basic safety precautions, which include the use of personal protective equipment to maintain a safe working environment

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.
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