

Mt. Vernon City Schools, District #80
JOB DESCRIPTION

Position Title: Custodian

Department: Maintenance

Location:

Reports to: Maintenance Director

FLSA Class: Non-Exempt

Adopted: October 2011

SUMMARY

This position is responsible for providing an atmosphere that is conducive to the learning situation, maintain high standards of cleanliness, and do preventive maintenance on items of equipment.

DUTIES

1. Dust mopping the gym floor, stage, and bleachers.
2. Dust mopping and wet mopping classroom floors and hallways.
3. Vacuuming rugs and carpeted floors.
4. Move furniture including chairs, tables, and desks.
5. Changes light bulbs.
6. Empty trash and carry to dumpsters
7. Service, clean and supply restrooms.
8. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
9. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
10. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
11. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
12. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
13. Helps to remove snow where appropriate.
14. Checks daily to insure that all exit doors are open and all panic bolts are working properly.
15. Surveys classrooms daily and dusts and polishes appropriate furniture, files, bookcases, and window sills.
16. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
17. Notify managers concerning the need for major repairs or additions to building operating systems.
18. Dust furniture, walls, machines, and equipment.
19. Cleans corridors daily.
20. Scrubs, mops, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
21. Washes all windows on the inside and those that can be reached on the outside at least once each year and more frequently if necessary. Windows where the public enters should be cleaned weekly if there is a need.
22. Helps keep grounds free of rubbish.
23. Cleans chalkboards/marker boards and trays daily.
24. Reports any major repairs needed to your building principal (first), maintenance supervisor, or the administrative assistant.
25. If assigned, assumes responsibility for cleaning and mopping of the cafeteria floor and kitchen floor.
26. At least twice a year cafeteria chairs, tables, and benches will be given a thorough cleaning.

27. Moves furniture or equipment within buildings as required for various activities as directed by the principal.
28. Remove snow from sidewalks and spread snow melting chemicals.
29. Requisition supplies and equipment needed for cleaning
30. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
31. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
32. Performs emergency repairs and/or cleaning services as needed.
33. Keeps storage rooms neat and orderly. Dispose of all cardboard.
34. Performs other duties as may be assigned by administration.

QUALIFICATIONS

1. High School diploma or equivalent required.
2. General knowledge of cleaning supplies and equipment.
3. Ability to understand and follow basic oral and written instructions.
4. Ability to be on your feet for long periods of time.
5. Enforce school regulations and policies in a professional manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Must be able to lift up to 100 lbs.
8. Must be able to carry up to 70 lbs.
9. Requires employee to have the ability to push/pull up to 75 lbs.

SCHEDULING

The work hours for this position are from 8:00 a.m. to 4:30 p.m. The schedule is subject to change with district demands. Overtime is required when requested.