

JOB DESCRIPTION:

CUSTODIAN

Purpose: The position of the Custodian is to maintain the cleanliness and safety of all buildings and grounds through the proper care of equipment.

Job Requirements: Minimum Qualifications:

1. High School Diploma or Equivalent and at least 18 years of age.
2. Ability to read, write, and communicate in English to understand directions and communicate with supervisors, staff, and students.
3. Able to physically move about the building and grounds and lift 30-80 lbs.
4. Flexibility to report early for snow removal when needed and ability to physically complete snow removal efficiently
5. Valid driver's license and ability to operate district vehicles

Report To: Program Administrator and Building/Maintenance Supervisor

Essential Functions:

1. Maintain cleanliness of buildings and grounds as directed for the purpose of maintaining a healthy environment.
2. Set up and move furnishings and equipment for the purpose of program equipment needs.
3. Provide maintenance services including; but not limited to waxing, mowing, and painting as directed to maintain the appearance and upkeep of the buildings and grounds.
4. Provide snow removal as assigned during early work hours for the purpose of providing a safe entrance to the building for staff and students and then reporting to work at designated work hours.
5. Remove waste as directed for the purpose of maintaining a hazardous free environment utilizing district approved removal and storage procedures.
6. Provide feedback to supervisor about the condition of the building and grounds for the purpose of maintaining a safe environment.
7. Provide light maintenance and repair as trained and directed by supervisor.
8. Work over time when appropriate and approved by supervisor.

Other Responsibilities:

1. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the program.
2. Support NSSEO policy, NSSEO and governing board goals and objectives, and The School Code of Illinois.

Working Environment:

- To perform the physically demanding job functions, strength and/or endurance for lifting, carrying, pushing and /pulling are continuously required.

- To perform the most physically demanding job functions, the physical capabilities of climbing and balancing are occasionally required.
- To perform the most physically demanding job functions, the physical body movement of stooping, kneeling, crouching and/or crawling is occasionally required.
- To perform the most physically demanding job functions, the upper extremity physical capabilities reaching, handling, and/or fine motor dexterity are occasionally required.
- Exposure to temperature extremes is occasionally present.
- Exposure to hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) is seldom or not present.
- Frequency of exposure to injury to self and/or other is seldom or not present.

FLSA Status: Non Exempt

Salary Range: Lane 1 Custodian