

**Rich Township High School District 227  
Position Description**

**Job Title:** Custodian

**Reports To:** Building Foreman

**Terms of Employment:** Twelve-month, full-time employment  
Hourly salary as established by the Agreement

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Previous experience in custodial duties.
2. Knows safety instructions for the use and handling of caustic and/ or hazardous cleaning chemicals.

**JOB GOALS**

To perform the required custodial and service work to maintain his/her assigned area in a clean, safe and sanitary condition. To perform routine building maintenance, assist in preparing and setting up equipment for special functions and events as assigned by the supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following areas, as assigned: classrooms laboratories, media center, auditoriums, theatre, industrial arts shops, gymnasiums, locker rooms, washrooms, cafeterias, offices, corridors, stairwells, lobbies, kitchens and elevators. Other duties may be assigned.

1. Sweeps, mops, scrubs, vacuums, sanitizes, washes glass, and dusts items in assigned areas.
2. Empties trash and garbage containers.
3. Cleans vents, pencil sharpeners, boards, replaces light bulbs, realigns furniture, and sanitizes and cleans telephones and computers.
4. Cleans and sanitizes restroom fixtures, fills soap containers, restocks restroom supplies.
5. Cleans kitchen equipment, floor mats, and hood filters.
6. Opens and locks assigned areas of building and reports all irregularities to supervisor.

7. Strips, buffs, and finishes floors.
8. Shampoos carpets.
9. Cleans upholstery, curtains and washes walls and light fixtures.
10. Paints and performs minor maintenance repairs.
11. Deliver copying paper to copy room and office areas.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms and stoop and kneel. Must be able to lift and carry materials and equipment not to exceed 70 pounds. The employee must be able to walk and stand through an 8 hour shift, excluding lunch and break time.

**PREPARED DATE: November 2008**