



Rock Island-Milan School District 41

**JOB DESCRIPTION**

**Custodian-Rock Island Center for Math and Science (RICMS)  
Custodian Edison Junior High School  
2<sup>nd</sup> Shift-Split**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Custodian-Split
<b>DATE CREATED/AMENDED</b>	April 9, 2024/April 27, 2026
<b>DEPARTMENT</b>	Building Operations
<b>LOCATION</b>	RICMS
<b>FULL-TIME/PART-TIME</b>	Full-Time – 6:00-10:00 p.m. Edison (4 hours) 1:30-5:30 p.m. RICMS (4-hours)
<b>APPOINTMENT TERM</b>	260/days
<b>FLSA: EXEMPT or NON-EXEMPT</b>	Non-Exempt
<b>REPORTS TO: TITLE of POSITION SUPERVISOR</b>	1 <sup>st</sup> Shift Building Supervisor
<b>OTHER INFORMATION</b>	AFSCME Bargaining Agent- <b>\$46,636 - \$56,444</b>

**POSITION SUMMARY INFORMATION:**

*Performs custodial work required for the routine care, protection, and preservation of the assigned building, its contents, and grounds. Keeps district and office buildings clean and orderly and tends the furnace, air conditioner, and air conditioner, and boiler to provide heat, cool air, and hot water for district students and staff by performing the following duties.*

**Functions and Responsibilities:**

**Edison Junior High 2:00-6:00 p.m.**

**Must sign in before starting work**

- Cleans rooms 1-1 & 2-2;
- Clean 1<sup>st</sup> Floor girl's restroom
- Clean small gym and Office

- Clean big gym and office
- Bleachers must be pulled out and cleaned behind daily
- Clean stage
- Clean and sanitize the wrestling room
- Clean boys' and girls' locker rooms, including stairwells
- Ensures all supplies are put away properly
- Ensures trash is emptied in designated areas daily

### **RICMS 6:30-10:30 p.m.**

#### **Must sign in before starting work**

- Clean Rooms 1020; 1030;1035; 1040;1041;1056; 1044; 1045; 1048; 1050;1053 and restrooms in those rooms
- Ensure that paper supplies, hand soap, and all other supplies are restocked
- Dust and wipe things down
- Clean lockers
- Check and remove graffiti on stall doors
- Make sure equipment and tools are kept clean
- Ensure that light bulbs are changed as necessary
- Clean entryways, hallways, and stairwells
- Make sure all windows are secure, lights are off, and doors are locked

#### **Dress Guidelines**

Due to the nature of this position regarding safety & health, some articles of clothing are not acceptable to wear to work. As you represent a professional school district, the school district expects all employees to be clean and presentable when they arrive each day.

The following articles of clothing are **not acceptable** for work:

- Although shorts are acceptable during the warmer season, athletic sports shorts are unacceptable
- Tank tops and sleeveless shirts
- Clothing with fringe or strings
- Denim jeans with holes
- Open-toed shoes

#### **Customer Service**

- Respond promptly to customer needs. Establishes and maintains effective relations and exhibits tact and consideration. Offers assistance to support co-workers and welcomes feedback.

**Safety and Security**

Observe safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions; use equipment and materials properly.

**Required Education:**

A high school diploma or general education degree (GED), one to three months of related experience and training, or an equivalent combination of education and experience.

**Certifications and Licenses:**

Vocational Certifications are highly preferred in all custodial positions (i.e., plumbing, electrical, CDL, carpentry, welding, etc.)

**Required Experience/Qualifications:**

- One year of experience as a custodian or similar position
- Experience in writing routine reports and correspondence
- Experience reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals

**Required Knowledge, Skills, and Abilities**

- Ability to add, subtract, multiply, and divide, compute rates, ratios, and percentages
- Demonstrates good customer service to all stakeholders

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date