

**TRIAD COMMUNITY UNIT SCHOOL DISTRICT # 2**  
**JOB DESCRIPTION**

**POSITION TITLE:** Custodian

**CONTRACT PERIOD:**

**REPORTS TO:** Director of Facilities

**POSITION SUMMARY:** Responsible for cleaning and general maintenance as described in this job description under the direction of the Director of Facilities in accordance with Board of Education Policy.

**ESSENTIAL FUNCTIONS:**

**JOB RESPONSIBILITIES:**

**1. Responsibilities involved in cleaning and maintaining a classroom or other room used on a daily basis.**

**1.1. Daily responsibilities**

- 1.1.1. Close all windows
- 1.1.2. Straighten desk
- 1.1.3. Dust mop the floor.
- 1.1.4. Vacuum any carpeted area. (district property)
- 1.1.5. Dust the chalkboard(s) and chalk tray(s).
- 1.1.6. Empty the trash can(s).
- 1.1.7. Empty all pencil sharpeners.

**1.2. Weekly responsibilities**

- 1.2.1. Give the room a general dusting (including but not limited to dusting doors, windows, bookshelves, cabinets, and heat registers).
- 1.2.2. Remove all cobwebs.
- 1.2.3. Wash classroom door glass

**1.3. Responsibilities on an as needed basis**

- 1.3.1. Wash student desk tops
- 1.3.2. Replace light bulbs in light fixtures.
- 1.3.3. Remove stains from carpeting (district property)
- 1.3.4. Spot mop floor
- 1.3.5. Clean sink(s)

**1.4. Summer Responsibilities**

- 1.4.1. Wash the inside and outside of all windows except outside windows on second floor of existing buildings.
- 1.4.2. Repair all furniture (minor repairs)
- 1.4.3. Wash all desks in the room
- 1.4.4. Remove all furniture from the room.
- 1.4.5. Clean student lockers
- 1.4.6. Clean all light shields
- 1.4.7. Replace lights as needed
- 1.4.8. Clean all fans
- 1.4.9. Clean sinks

- 1.4.10. Replenish hand towels
- 1.4.11. Clean door glass
- 1.4.12. Clean switch and receptacle cover plates
- 1.4.13. Clean chalk/white/bulletin boards and frames
- 1.4.14. Strip and Wax all floor surfaces (includes stripping floor of old wax, washing, and applying new coats of wax as scheduled by the Facilities Director).
- 1.4.15. Scrub & re-coat floor surfaces (includes scrubbing floor, washing, and applying new coats of wax as scheduled by the Facilities Director).
- 1.4.16. Paint the room(s) as scheduled by the Facilities Director
- 1.4.17. Clean all flat surfaces (including light fixtures)
- 1.4.18. Clean outside of cabinets
- 1.4.19. Replace furniture
- 1.4.20. Scrub all carpets (district property)

## **2. Responsibilities involved in cleaning and maintaining a hallway**

### **2.1. Daily responsibilities**

- 2.1.1. Dust mop the floor
- 2.1.2. Empty waste container
- 2.1.3. Clean drinking fountain(s)
- 2.1.4. Clean walk off mat(s)
- 2.1.5. Vacuum any carpeted area.

### **2.2. Weekly responsibilities**

- 2.2.1. Give the hall a general dusting (including but not limited to dusting doors, windows, lockers, and heat registers).
- 2.2.2. Wash windows (interior windows).
- 2.2.3. Remove all cobwebs.
- 2.2.4. Clean all panes of glass located in entry doors.

### **2.3. Responsibilities on an as needed basis**

- 2.3.1. Replace light bulbs in light fixtures.
- 2.3.2. Spot mop spills
- 2.3.3. Buff the hallway floor(s).
- 2.3.4. Remove marks & writing off walls and lockers

### **2.4. Summer Responsibilities**

- 2.4.1. Clean student lockers
- 2.4.2. Clean all light shields
- 2.4.3. Replace lights as needed
- 2.4.4. Clean door glass
- 2.4.5. Clean switch and receptacle cover plates
- 2.4.6. Clean chalk/white/bulletin boards and frames
- 2.4.7. Strip and Wax all floor surfaces (includes stripping floor of old wax, washing, and applying new coats of wax as scheduled by the Facilities Director).
- 2.4.8. Scrub & re-coat floor surfaces (includes stripping floor of old wax, washing, and applying new coats of wax as scheduled by the Facilities Director).
- 2.4.9. Paint the hallway as scheduled by the Facilities Director
- 2.4.10. Clean all flat surfaces (including light fixtures)
- 2.4.11. Clean cabinets

## **3. Responsibilities involved in cleaning and maintaining a restroom or a locker room**

### **3.1. Daily responsibilities**

- 3.1.1. Empty all feminine napkin boxes.

- 3.1.2. Sweep up all debris
- 3.1.3. Check all towel and toilet paper dispensers and fill as needed.
- 3.1.4. Clean the mirrors.
- 3.1.5. Clean and disinfect all wash basins.
- 3.1.6. Clean and disinfect the inside and outside of all stools and urinals including hardware.
- 3.1.7. Empty the trash can(s).
- 3.1.8. Remove writing off walls (including stalls)
- 3.1.9. Wet mop the floor.

**3.2. Weekly responsibilities**

- 3.2.1. Give the room a general dusting (including but not limited to dusting doors, windows, and heat registers).
- 3.2.2. Remove all cobwebs.

**3.3. Responsibilities on an as needed basis**

- 3.3.1. Replace light bulbs in light fixtures.
- 3.3.2. Disinfect all fixtures in the restroom.

**3.4. Summer Responsibilities**

- 3.4.1. Wash windows.
- 3.4.2. Remove all furniture from the room.
- 3.4.3. Clean student lockers
- 3.4.4. Clean all light shields
- 3.4.5. Replace lights as needed
- 3.4.6. Clean all fans
- 3.4.7. Clean sinks
- 3.4.8. Replenish hand towels
- 3.4.9. Clean door glass
- 3.4.10. Clean switch and receptacle cover plates
- 3.4.11. Clean chalk/white/bulletin boards and frames
- 3.4.12. Strip and Wax all floor surfaces (includes stripping floor of old wax, washing, and applying new coats of wax as scheduled by the Facilities Director).
- 3.4.13. Scrub & re-coat floor surfaces (includes scrubbing floor, washing, and applying new coats of wax as scheduled by the Facilities Director).
- 3.4.14. Paint the room as scheduled by the Facilities Director
- 3.4.15. Clean all flat surfaces (including light fixtures)
- 3.4.16. Clean cabinets
- 3.4.17. Replace furniture

**4. Responsibilities involved in cleaning and maintaining a gymnasium**

**4.1. Daily responsibilities**

- 4.1.1. Dust mop the floor.
- 4.1.2. Dust mop the entire bleacher area on days when the bleachers were used.
- 4.1.3. Dust mop the stage floor.
- 4.1.4. Dust mop under the bleachers.
- 4.1.5. Wet mop all areas where spills have occurred.
- 4.1.6. Remove all gum.

**4.2. Weekly responsibilities**

- 4.2.1. Give the gym a general dusting (including but not limited to dusting doors, windows, lockers, and heat registers).
- 4.2.2. Pull the bleachers out and clean underneath the bleachers.

**4.3. Responsibilities on an as needed basis**

- 4.3.1. Replace lights bulbs in light fixtures (excluding gym floor lights).

#### **4.4. Summer Responsibilities**

- 4.4.1. Wash windows.
- 4.4.2. Wash the tops of all light fixtures.
- 4.4.3. Dust the roof super-structure. Backboards & frames
- 4.4.4. Refinish all floor surfaces (includes preparing floor, washing, and applying new coat of finish).

### **5. Responsibilities involved in cleaning and organizing a custodial closet**

#### **5.1. Daily responsibilities**

- 5.1.1. Keep all towels and rags off the floor.
- 5.1.2. Empty the trash can(s).
- 5.1.3. Keep equipment, tools, and supplies, clean neat and organized.
- 5.1.4. Keep oily rags in a metal container.

#### **5.2. Responsibilities on an as needed basis**

- 5.2.1. Replace light bulbs in light fixtures.
- 5.2.2. Order supplies in a timely fashion to maintain adequate stock.

### **6. Responsibilities involved in cleaning and maintaining a cafeteria used on a daily basis.**

#### **6.1. Daily responsibilities**

- 6.1.1. Dump trash during lunch periods
- 6.1.2. Sweep & spot mop during lunch periods
- 6.1.3. Pick up tables or chairs after last lunch period
- 6.1.4. Wet mop floor
- 6.1.5. Reset tables or chairs for next day when floor is dry
- 6.1.6. Wash out trashcans.
- 6.1.7. Dust mop the floor.
- 6.1.8. Empty the trash can(s).

#### **6.2. Weekly responsibilities**

- 6.2.1. Give the room a general dusting (including but not limited to dusting doors, windows, cabinets, and heat registers).
- 6.2.2. Buff to maintain a high gloss
- 6.2.3. Remove all cobwebs.

#### **6.3. Responsibilities on an as needed basis**

- 6.3.1. Replace light bulbs in light fixtures.
- 6.3.2. Clean interior windows.

#### **6.4. Summer Responsibilities**

- 6.4.1. Wash the inside and outside of all windows.
- 6.4.2. Repair furniture (minor)
- 6.4.3. Remove all furniture from the room.
- 6.4.4. Clean all light shields
- 6.4.5. Replace lights as needed
- 6.4.6. Clean all fans
- 6.4.7. Clean door glass
- 6.4.8. Clean switch and receptacle cover plates
- 6.4.9. Clean chalk/white/bulletin boards and frames
- 6.4.10. Strip and Wax all floor surfaces (includes stripping floor of old wax, washing, and applying new coats of wax as scheduled by the Facilities Director).
- 6.4.11. Scrub & re-coat floor surfaces (includes stripping floor of old wax, washing, and applying new coats of wax as scheduled by the Facilities Director).
- 6.4.12. Paint the room as scheduled by the Facilities Director

- 6.4.13. Clean all flat surfaces (including light fixtures & furnishings)
- 6.4.14. Replace furniture

## **7. Responsibilities involved in maintaining a safe building**

### **7.1. Daily responsibilities in assigned areas**

- 7.1.1. Check to see that all exits are clear of obstructions.
- 7.1.2. Lock and unlock door as directed.
- 7.1.3. Inspect doors as directed.
- 7.1.4. Report potential hazards immediately (ice on the walks, raised sidewalks, sink holes in the playground, etc.) and follow-up with a Work Order.

### **7.2. Monthly responsibilities in assigned areas**

- 7.2.1. Check the pressure level on all fire extinguishers, initial tag, and complete work orders on defective units.

### **7.3. Responsibilities on an as needed basis in assigned areas**

- 7.3.1. Replace bulbs in the exit light fixtures.
- 7.3.2. Check to be sure the emergency lights are operational.
- 7.3.3. Repair or replace desks, pencil sharpeners, overhead screens, window shades, toilet paper holders, paper towel holders, soap dispensers, florescent light covers, florescent ballast, florescent lamp holders (tomb stones), switches and /or covers, receptacles and /or covers, and complete a work order form to record repair activity.
- 7.3.4. Report all work order needs to the Facilities Director, in accordance with the current work order process
- 7.3.5. Clean all heating, ventilation, and air conditioning filters (filters should be changed on an as needed basis but at least twice per year.) and complete a work order form to record preventive maintenance activity.
- 7.3.6. Report any change in status of any asbestos containing material to the Facilities Director immediately.

## **8. Miscellaneous Duties**

- 8.1.1. Open building and prepare it for staff and students.
- 8.1.2. Dry mop or wet mop all hallways as needed after students enter their first class and as needed throughout the day.
- 8.1.3. Check all restrooms throughout the day and again near end of your shift and replenish paper and soap as needed.
- 8.1.4. Empty trash cans.
- 8.1.5. Raise and lower American Flag as needed.
- 8.1.6. Assist with locker problems.
- 8.1.7. Assist with TV, VCR, PA and other audio/video equipment as needed by staff.
- 8.1.8. Assist with setup and clean-up of events as assigned by the Facilities Director.
- 8.1.9. Notify the Facilities Director and/or Police of security problems, concerns or unusual activity on school property.
- 8.1.10. Attend training sessions, workshops, etc. as scheduled by the Facilities Director.
- 8.1.11. Check thermostats, light timers and other devices to assure their proper and efficient operation.
- 8.1.12. Complete Work Orders
- 8.1.13. Provide written Work orders on any maintenance and custodial needs to the Director of Building and Grounds.
- 8.1.14. Follow the Work Order System
- 8.1.15. Complete properly assigned work orders.
- 8.2. Keep all chemicals stocked and properly stored and CLEARLY MARKED.
- 8.3. Pick up trash and debris as needed on grounds and parking lots and especially BEFORE grass is cut.
- 8.4. Call Facilities Director Office for emergencies.
- 8.5. Assist with maintenance personnel to complete their tasks.
- 8.6. Perform building checks as scheduled by the Facilities Director.

- 8.7. Remove snow and ice from entrances and sidewalks as needed.
- 8.8. Unload trucks as needed.

**QUALIFICATIONS:**