

## SUBSTITUTE CUSTODIAN

### Primary Function (Job Goal)

To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

### Reports To (accountability)

Building Principal  
Director of Buildings & Grounds  
Night Foreman  
Receives technical and work direction from the lead custodian (where applicable)

### Qualifications / Local Requirements

- Working knowledge of floor care and housekeeping.
- Knowledge of safety practices and work methods.
- Ability to learn custodial procedures, methods and schedules.
- Willingness to work cooperatively with others on a custodial "team" to complete work assigned.
- Ability to work independently with limited supervision.
- Ability to perform all phases of building operations and/or the ability to learn the required skills.
- Ability to use common cleaning equipment and materials in a safe and efficient manner.
- Ability to meet schedules and time lines.
- Ability to understand and follow oral and written directions in English.
- Employees possessing a valid Illinois driver's license are preferred. Custodians must maintain insurability at the District's standard rate during the term of employment.
- Pre-employment medical examination, including tuberculosis clearance
- Pass a Regional Office of Education Fingerprint/Background Clearance including Federal Bureau of Investigation

### Physical Requirements

- Maintaining physical condition necessary for heavy lifting (up to 50 lbs.).
- Bending, stooping, kneeling, crawling, climbing, pushing, pulling, walking, standing or sitting.
- Ability to work on uneven or slippery surfaces.
- Ability to climb ladders and work off of one.
- Capacity to operate commercial floor cleaning equipment.
- Visual capacity to review written documentation and assure proper and complete cleaning.
- Hear and understand speech at normal room levels and on the telephone.
- Dexterity of hands and fingers to operate cleaning equipment and materials.

### Essential Duties and Performance Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, ability, physical demands and working conditions required of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require periodic change of assignment location to the various district facilities/grounds based on work requirements.

#### *The Premises around Buildings*

- Assure security of the buildings and grounds during assigned times; lock doors and gates; set alarm; turn lights off.
- Report damage or unsafe conditions to assigned supervisor or lead custodian (where applicable).
- Remove snow and ice off of sidewalks, as needed.
- Pick up paper and other debris from grounds, as needed.
- Perform related duties as assigned.

***Cleaning – To perform basic custodial duties including, but not limited to:***

- Pick up paper and other debris inside buildings.
- Sweep, scrub, mop floors; vacuum rugs and carpets.
- Dust and polish furniture and woodwork; clean chalkboards, dry erase boards and erasers; empty pencil sharpeners.
- Empty and clean the waste receptacles.
- Clean, scrub and disinfect restrooms, showers and related areas; wash windows, walls tables and benches; polish metal work, clean sinks, mirrors and other bathroom fixtures.
- Clean areas designated by principal, Director of Buildings and Grounds, or designee.
- Over summer and holiday breaks, or otherwise as assigned, perform intense floor cleaning which includes stripping, scrubbing, refinishing, re-sealing, buffing, etc.,
- Over summer and holiday breaks, or otherwise as assigned, perform periodic intense furniture and locker cleaning, which includes removing gum, dirt, marks, etc.,
- Perform related duties as assigned.

***Custodial Maintenance***

- Maintain custodial equipment and materials; maintain various classroom and rest room supplies as needed; request additional materials and supplies according to established procedures.
- Keep Director of Buildings and Grounds and/or Night Foreman updated on any repairs that are being done or any repairs that need to be done.
- Perform other general maintenance duties as assigned.

***Other***

- Adjust and arrange furniture and equipment; set up facilities for special events and meetings as assigned.
- Maintain accurate time sheets recording time spent at work and breaks.
- Follow appropriate safety principles and practices.
- Where applicable, confer with lead custodian regarding schedule and any special needs; take direction from the lead custodian. Where there is no lead custodian assigned for a building, confer with the building principal or Director of Buildings and Grounds regarding the same.
- Work overtime when needed.
- Work cooperatively with others.
- Meet schedules and time lines.
- Follow oral and written directions.
- When required, work independently with limited supervision.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of privileged information obtained in the course of work.
- Demonstrate support for the Mission, Beliefs and Goals of District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains an acceptable attendance record and is punctual.

**Term of Employment**

At-Will Employee Status

Completion of mandated training through Global Compliance Network

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Employee Signature

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Date