

FACILITIES CUSTODIAN, FULL TIME

Primary Function (Job Goal)

To maintain the district's physical school facilities and grounds in a condition of operating excellence so that full educational use of them may be made on a daily basis.

Reports To (accountability)

Director of Buildings & Grounds and Night Foreman

Qualifications / Local Requirements

- Possess a current State of Illinois Driver's License with a clean driving record.
- Ability to drive a van or pickup truck in variable weather and road conditions.
- 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.
- General computer knowledge.
- Ability to understand oral and written English language.
- Ability to express oneself in oral and written English.
- 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 power cleaning equipment.

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 requires change of assignment location to the various district facilities/grounds based on work requirements.

The Premises around Buildings

- Maintain confidentiality of privileged information obtained in the course of work.
- Pick-up and delivery any materials which need to be transported to other schools.
- Pick up packages, supplies or parts from area stores as directed.
- Transport any equipment from school to designated location.
- Assure security of the buildings and grounds during assigned times.
- Lock and unlock doors and gates (when necessary), set alarm, turn lights off.
- Report damage or unsafe conditions to supervisor.

- Assist in removing snow and ice off of sidewalks and stairs leading to parking area.
- Pick up paper and other debris from grounds.
- Sweep, scrub, mop floors, vacuum rugs and carpets as required.
- Dust and polish furniture and woodwork (weekly).
- Clean dry erase boards and erasers, empty paper shredders and pencil sharpeners.
- Empty and clean the waste receptacles, refill dispensers with appropriate products.
- Clean and disinfect restrooms and related areas, wash windows, walls, tables, clean sinks, mirrors and other bathroom fixtures.
- Clean areas designated by Director of Buildings and Grounds.
- Perform periodic intense floor cleaning, as assigned, which includes stripping, scrubbing, refinishing, re-sealing, buffing, etc. over spring, summer and winter breaks.
- Perform other related duties and responsibilities as assigned.

Custodial Maintenance Responsibilities

- Maintain custodial equipment and materials; maintain various classroom and rest room supplies as needed, for example, replacement of light bulbs, replenishing paper towels, soap and related items, request additional materials and supplies according to established procedures.
- Perform ongoing preventative maintenance and minor repairs as assigned (i.e. lamps and vacuum cleaner).
- Keep Director of Buildings and Grounds and 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.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

- Depending on work necessity, this individual may be required to report to multiple district facilities within a week and/or during an eight hour shift.
- 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.
- Follow appropriate safety principles and practices.
- When applicable, confer with the Director of Buildings and Grounds and/or Night Foreman.
- 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.
- Demonstrate support for the Mission, Belief and Goals of Troy District 30-C.
- Uphold the established Board of Education policies, regulations and administrative procedures.
- Maintains an acceptable attendance record and is punctual.
- Other duties as assigned.

Term of Employment

245 days, 8 hours per day

15 paid holidays

Completion of mandated training through Global Compliance Network

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation with the provisions of the *Collective Bargaining Agreement* on evaluations for ESP employees.