JOB DESCRIPTION
BUILDING RELIEF CUSTODIAN – GRADE 1
PLANT OPERATIONS

JOB DESCRIPTION CREATION / REVISION DATE: 5/16/18

POSITION TITLE: Building Relief Custodian – Grade 1
DEPARTMENT: Plant Operations
REPORTS TO: Coordinator of Custodial Services
SUPERVISES: N/A

POSITION GOAL(S):
This position is part of a pool of custodians who are assigned on a daily basis to provide substitute coverage for custodian absences, or support when extra help is needed. When providing substitute coverage this position assumes the responsibilities of the custodian being relieved under the supervision of the Coordinator of Custodial Services and the Building Administrator. When assigned as additional support this position works under the direction of the building Administrator and Custodian. This position is responsible for maintaining a clean and properly functioning building throughout the school day, providing staff and students with a safe, clean, and comfortable environment to learn.

JOB DUTIES / ACCOUNTABILITIES:
1. Custodial duties, including, but not limited to, mopping, sweeping, floor stripping and waxing, carpet cleaning, restroom cleaning and maintenance, ceiling tile and light replacement, uninject and filter changes, furniture repair and assembly/adjustment, minor painting, trash removal, graffiti removal, daily and special event set ups, daily breakfast and lunch program set up and clean up.
2. Responsible to check and log building systems daily and notify Plant Operations of problems.
3. Responsible for completing daily/weekly/monthly inspections of mobile classrooms, fire and security alarms, playgrounds, roofs, back-up generators, boilers and completing appropriate paperwork.
4. Available to work anytime for building emergencies, break-ins, fire, and security alarms. Ability to assess and take appropriate measures to secure the building, notify appropriate staff, and make it operational.
5. Maintains inventory and orders supplies as needed.
6. Responsible for initiating, monitoring, and completing work orders and supervisor requests through computerized work order and email systems.
7. Assumes general responsibility for building maintenance and cleanliness.
8. Assists building custodian, elementary maintenance technician, and maintenance and/or grounds staff, as needed.
9. Works as a team member to insure building needs are met.
10. Grounds upkeep, including snow removal and salting, playground and landscape maintenance.
11. Responsible for snow and ice removal before and after hours during the winter months.
12. Flexibility to move between buildings during shift.
13. Flexibility to work first or second shift, depending on the needs of the department.
14. Work above and below skill level, for short periods
15. Performs other duties as assigned.
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EXPERIENCE / KNOWLEDGE:
1. One year experience in custodial related duties.
2. Ability to operate industrial-related cleaning equipment.
3. Basic computer knowledge.

EDUCATION:
1. High School Diploma or equivalent.
2. Valid Illinois Driver's License.

PHYSICAL DEMANDS:
1. Ability to sit, stand, kneel, stoop, climb stairs, and walk for extended periods of time.
2. Must be able to lift up to 75 lbs. with proper technique.
3. Ability to safely work on ladders.
4. Ability to push/pull 100 pounds with proper technique.

TERMS OF EMPLOYMENT:
This is a 12-month ESSO position. Salary and benefits as established by the Board of Education.
Flexible hours/OT may be necessary.

EVALUATION:
Performance of this position will be evaluated in accordance with provisions of the Board’s policy on evaluation of ESSO personnel.

Employee Signature: ________________________________    Date: _____________

Supervisor Signature: ________________________________    Date: _____________