

**District 102 Custodian
Job Description**

Position Title: Custodian

Reports To: Maintenance Coordinator, Building Principal, Superintendent

Job Goal: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

Terms of Employment: 12-month, at-will, hourly employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- Assumes responsibility for the opening and/or closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for security reasons, are turned off.
- Checks daily to ensure that all exit doors in area of responsibility are open and all panic bolts are working properly during the hours of building occupancy.
- Conducts inspection of the building at the end of the school day.
- Keeps hallways and corridors free of hazards and obstructions.
- Conducts regular inspections of building's condition and addresses cleaning and maintenance issues as needed.
- Sweeps, mops, wet-washes, and vacuums floors in assigned areas.
- Dusts furniture and cleans and polishes fixtures on a daily schedule.
- Keeps wastebaskets and recycling containers empty and clean.
- Reports to supervisor any acts of vandalism, any evidence of deliberate littering, or inappropriate behavior by students.
- Reports to supervisor any problems associated with heat or ventilation to ensure temperatures are appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Cleans corridors on a daily schedule, and anytime when their condition requires it.
- In assigned areas, scrubs and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains.
- Keeps all windows in area of responsibility clean.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Cleans all chalkboards/whiteboards and trays daily.
- Makes minor building repairs, as he is capable of.
- Promptly reports major repairs needed to the maintenance coordinator.
- Restocks disposable items and provides maintenance coordinator with inventory usage and data.
- Assists the visiting public utilizing the facilities with directions within the building and in obtaining and setting up needed equipment.
- Maintains building security each school day.
- Remains on school premises during hours of work, and during non-school hours when the use of the building has been authorized and his/her attendance is required by the supervisor.
- Conducts an ongoing program of general maintenance, upkeep, and repair.
- Moves furniture or equipment within buildings as required for various activities and as directed by the superintendent, building principal, maintenance coordinator or athletic director.

- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Keeps entrances to buildings and bus exits free of ice and snow.
- Replaces light bulbs when necessary
- Performs other duties as assigned by maintenance coordinator and/or building principal.
- Reports to work at designated times and is in regular attendance.

QUALIFICATION REQUIREMENTS:

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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to promptly perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On the job, the employee is regularly required to stand; walk; use hands and finger to handle, or feel objects, tools, or controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and/or climb ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and/or unloading trucks. Occasionally the employee will lift and/or move up to 90-100 lbs such as bulk furniture or freight. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here in are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and occasionally outdoors. The employee may work with moving mechanical equipment. The employee may work with chemicals such as degreasers, and sprays. The employee must be able to meet deadlines with time constraints. The noise level in the work environment is usually moderate.

Much of the information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.