

BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220
Barrington, Illinois 60010

Job Description Title: Substitute Custodian

Location: District

Reports To: Buildings & Grounds Night Supervisor

Job Overview: The custodian is responsible for keeping a District building and immediate building grounds clean, safe and presentable.

Knowledge, Skills and Abilities

- Understands and follows simple oral and written instruction.
- Performs lifting and routine manual cleaning.
- Understands the functioning of mechanical equipment.
- Effectively operates vacuum cleaners, scrubbing machines and other custodial equipment.
- Uses care in use of custodial equipment and cleaning materials.
- Establishes and maintains effective working relationships with all staff and the public.
- Communicates effectively.
- Demonstrates proficient use of English language in written and oral forms.
- Uses/operates computer equipment related to the position.

Duties and Responsibilities

Assumes all duties and responsibilities of the absent employee including but not limited to:

- Works to well-established standard procedures in an assigned building without immediate supervision.
- Dusts furniture, cleans, washes floors, walls and carpeting.
- Cleans washrooms, including replenishment of towels, soaps and tissue.
- Notifies the Head Custodian of any vandalism, needed repairs, equipment and supplies.
- Mows lawns or removes snow.
- Maintains building security.
- Properly uses appropriate safety equipment and procedures.
- Often moves, lifts or pushes furniture, large items, supplies, etc.
- Performs other tasks and responsibilities assigned by the supervisor.
- Completes other duties, as assigned.

Physical Demands

- Able to lift (40-60 lbs.) on a regular basis and heavier loads (60-100 lbs.) on less frequent basis.
- The individual uses brooms, dust cloths, mops, power waxers, floor scrubbers, vacuum cleaners, waxes, cleaning agents and computer equipment. Lifting is often required, sometimes heavy, and long periods of standing or walking are normal.

Terms of Employment

Calendar Days:	As Needed
Hours per Day:	8 hours
Daily Rate:	\$135
Status:	Temporary
Benefits:	Not Eligible for