



Eastern Illinois Area of Special Education

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POSITION DESCRIPTION: Custodian

PROGRAM/DEPARTMENT: Facilities
HOURLY/SALARY: Hourly

SUPERVISORY RESPONSIBILITIES: None

REPORTS TO: Building Administrator
TERM OF EMPLOYMENT: 12 month

JOB SUMMARY:

The Custodian duties will consist of general custodial services and maintenance needs.

ESSENTIAL QUALIFICATIONS:

The Custodian shall:

1. Be able to read, write, and speak effectively to students, parents, co-workers, and supervisors, and also students and others from diverse cultural backgrounds and those with varying degrees of abilities including those with disabilities.
2. Be able to make involved and varied mathematical computations rapidly and accurately involving addition, subtraction, multiplication, and division in all units of measure, using whole numbers, common fractions, and decimals. This employee must be able to calculate figures and amounts such as rates, ratios, percents, and volume.
3. Be able to use reasoning ability to solve practical problems and carry out detailed written or oral instructions.
4. Be able to relate, understand, and communicate with others in a way that contributes to harmonious relationships and mission accomplishment.
5. Be emotionally, mentally, and physically capable of performing the essential functions of all positions within the job category.
6. Be dependable, honest, and trustworthy; has never been convicted of a felony or other crime involving dishonesty, alcohol, drugs, or sexual misconduct. This employee must be committed to the service of others and always act in students' and the district's best interest.
7. Have a valid Illinois Driver's License. This person must have an excellent driving record and be able to pass a physical examination.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must satisfactorily perform each of the essential job requirements listed below. Reasonable accommodations may be made to enable a qualified individual with a disability to perform his or her job functions. A qualified individual is a person who, with or without reasonable accommodations of his or her disability, meets the essential qualifications and can perform the essential job functions of his or her position of employment.

The Custodian shall:

- 1.a. Be able to read, understand, and apply a variety of instructions furnished in written, oral, diagram, or schedule form such as short correspondence and memos, schedules, safety rules, work rules, operating and maintenance instructions, procedure manuals, etc.
 - 1.b. Be able to talk, listen, and understand conversations and effectively present information orally in one-on-one situations such as discussing a custodial maintenance problem with a teacher; assisting and instructing new custodians, temporary workers, substitute custodians, and student helpers with custodial tasks.
 - 1.c. Be able to effectively present information in writing such as when ordering supplies, describing a building maintenance problem for maintenance workers, or providing instructions to 2nd/3rd shift custodians, substitute custodians, etc.
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- 2.a. Keep records required by state and local authorities or Board/Administrative regulations such as inventories, time records, life/safety inspections and compliance, disposition of hazardous material, and any bookkeeping tasks associated with the position.
 - 2.b. Assist in the preparation of specifications and calculate costs, quantities, time, and personnel required by the district to evaluate, undertake, and bring projects to completion.
 - 2.c. Accurately measure, mix, and safely use janitorial chemicals using recommended solutions such as 2 ounces of chemical to a gallon of water.
 - 2.d. Calculate the appropriate amount of janitorial product required such as floor wax, disinfectants, mop oil, ice melt, etc.
 - 2.e. Tell time, calculate work pace, and maintain work schedules.
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- 3.a. Closely monitor district buildings and grounds at all times, being especially alert and responsive in unstructured or non-routine situations such as during weather or other emergencies.
 - 3.b. Diagnose district buildings and grounds problems and make informed recommendations regarding the resolution of said problems.
 - 3.c. Implement low-profile strategies for correcting minor or major instances of personnel conflict.
 - 3.d. Always use good judgment with respect to safety, being especially alert and responsive in unstructured or non-routine situations such as during weather or other emergencies, evacuation drills, before and after school, etc. This individual will work near or with moving mechanical equipment.
 - 3.e. Assist and instruct temporary workers, substitute custodians, and student workers in the development of technical skills and the acquisition of knowledge.
 - 3.f. Tolerate frequent interruptions and changing demands in an active work environment caused by such events as a vandalized restroom, student activities, employee absenteeism, weather emergencies, etc. This person must be able to see the total picture and to prioritize tasks in order of importance. This person must alter and refine plans quickly when the need arises.
 - 3.g. Make reasonable and prudent judgments in regard to reporting child abuse to DCFS.
 - 3.h. Make reasonable and prudent decisions in the absence of a supervisor, teacher, or administrator regarding student injuries or illness.
 - 3.i. Anticipate problems and apply knowledge in predictable and unpredictable situations.
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- 4.a. Demonstrate warmth, patience, and understanding with students and others including those with severe social, emotional, or physical disabilities and/or behavior disorders.
- 4.b. This employee must establish and maintain courteous, cooperative, and professional working relationships with co-workers, other employees, and administration. Tact must be demonstrated in working with others. This person must demonstrate a positive attitude toward rules and regulations, notice and comment on desirable aspects of employee performance, and demonstrate good humor and a reasonable sense of control over situations that help convey the attitude that work can be enjoyable and rewarding.

- 4.c. Be prompt and thorough in completing assignments and attend to details accurately and efficiently. This employee must be flexible; able to tolerate frequent interruptions and changing demands in an active work environment. This employee frequently will be required to meet multiple demands from several people. This employee must remain poised under intense and complex conditions and meet deadlines with severe time constraints.
- 4.d. Report for work dressed in clean clothing appropriate to the position, and be clean and well groomed in appearance, maintaining proper personal hygiene.
- 4.e. Implement in a professional manner an effective personnel management system that ensures that employees will function in harmony with others.

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- 5.a. Use vision, hearing, and other senses to instantly size-up conditions which present a danger to students and others, to check building and grounds security, observe and evaluate janitorial products, and to detect signs of wear and tear on facilities and equipment. The noise level in the work environment is usually quiet and occasionally loud to where hearing protection is required such as when operating a lawn mower. While performing the duties of this job, this employee regularly works indoors and occasionally outdoors.
 - 5.b. Be able to lift 100 lbs. maximum and frequently lift and/or carry objects weighing up to 50 lbs. such as cleaning supplies, instructional materials, custodial equipment, classroom furniture, waste containers, or bulk custodial supplies. This employee occasionally will be required to push, pull, drag, or otherwise move very heavy objects weighing in excess of 100 lbs. such as tables, bleachers, filing cabinets, scrubbers, etc.
 - 5.c. Be able to stand and walk for long periods of time, squat, stoop, and occasionally sit. The employee must be able to use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. This employee frequently is required to reach with hands and arms above the head and reach forward and uses hand strength to grasp tools and climb onto ladders.
 - 5.d. Be able to work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays.
 - 5.e. Engage in the following tasks in a professional manner:
 - Assist building administrator in scheduling daily custodial tasks.
 - Clean and preserve designated spaces, equipment etc. in the building.
 - Sweep, mop, scrub, and renew floors and other surfaces.
 - Dust, clean, and wax furniture, equipment, fixtures, windows, doors, trim, and related furnishings.
 - Wash and/or clean window and door glass.
 - Move furniture, supplies, and miscellaneous equipment as directed.
 - Sweep or shovel snow from steps and walks at building entrances and connecting walks.
 - Collect and remove waste paper, debris, and other trash.
 - Secure the building; lock and unlock doors to buildings, classrooms, etc.
 - Clean, sanitize, and service lavatories, drinking fountains, toilets, urinals, etc.
 - Change light bulbs and clean light fixtures as required.
 - Restock disposable items and maintain an inventory of usage and data.
 - Maintain inventory of custodial/maintenance supplies and equipment.
 - Keep all storage areas neat and orderly.
 - Maintain job-related records and prepare various reports as directed.
 - Perform ongoing preventive maintenance and minor repair on plumbing, custodial equipment, electrical and building structure and hardware.
 - Perform normal operator adjustments, and service to facility operational equipment such as, but not limited to, compressors, boilers, unit ventilators and fans and maintaining records on operational and maintenance activities.
 - Assist outside maintenance with mowing, shoveling snow, and maintaining grounds and equipment.
 - Maintain building and ground security by ensuring that the building is locked each work day.
 - Assist visiting public utilizing the facilities, with directions within the building or in obtaining and setting up needed equipment and/or material.

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- 6.a. Safeguard district equipment, materials, and tools; use time, personnel, and resources effectively; and respect confidentiality and sensitive information.
 - 6.b. Be regular and punctual in job attendance.
 - 6.c. Be free from any serious infectious or communicable disease that is likely to be transmitted to children or others in the course of employment.
 - 6.d. Perform other job-related duties as assigned by the administration.

ADDITIONAL DUTIES:

In addition to the essential job functions as listed above, this employee shall perform such additional duties as requested by the supervisor or administrator including but not limited to the following:

- Pick-up and deliver supplies, packages, equipment, etc.
- Paint
- Assemble equipment and furniture.
- Assist with community events held on District Property.
- Work on a summer custodial work crew.
- Assist district and building administration during school crisis or emergency situations.
- Attend certification and or training classes as required or directed by the Executive Director