



Job Description

Position: Substitute Custodian

Work year: On-Call Position

Reports to: Supervisor of Buildings & Grounds/Building Principal

Position Overview:

The responsibility of assigned cleaning and maintenance items as designated by the head custodian or other supervisory personnel

Duties:

- Cleans assigned areas of responsibility.
- Daily clean and disinfect all drinking fountains, sinks, urinals, toilet seats and toilet bowls.
- Must complete daily the Custodian Check List to assure all cleaning has been completed for each individual room and area assigned. Check List is attached as PM Custodian Check List.
- Daily sweep all floors and stairs in your assigned section and lock all windows and exterior doors that may have been left open by teachers and/or pupils.
- Daily empty all waste containers. Wash waste containers once a week. Use plastic liners wherever necessary.
- Daily dust chalk rails, locker tops, windowsills, ledges, cabinet tops and any other furniture where dust accumulates.
- Daily keep towel dispenser, soap dispensers and toilet tissue dispensers filled.
- Wash smudges from desks, locker doors, toilet doors, classroom doors and door jambs.
- Custodians shall, when needed or when instructed, wash windows, walls, ceilings, floors, stairs, entryways and desks. The replacement of all burned out light bulbs shall be the responsibility of all custodians.
- Report immediately any and all emergency conditions and non-working apparatus and fixtures to the head custodian and supervisor so that repairs can be scheduled and performed.
- Performs summer maintenance (i.e., strip/wax floors, moves furniture, painting, etc.) for the purpose of completely and/or facilitating summer construction.
- Custodians will assume the responsibility for securing the building/s

- Responds to immediate safety and/or operational concerns (i.e., facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- All other duties that may be assigned by the supervisor

Qualifications:

- Minimum, but not required, High School Diploma

Skills:

- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills

Experience:

- Proven experience as custodian, janitor or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components

Physical Demands:

The physical demands described here 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.

- While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, hear, (corrected or uncorrected), and sometimes, to sit.
- The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print.
- The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

Special Instructions to Applicants:

- Hourly Rate of Pay \$15.60.
- **Shift hours depend on the need of the school district needs. Hours and Day are not guaranteed.**
- Recommended hire will be subject to pre-employment screenings.
- Cook County School District 104 is an AA/EOE.