

Central School District #104
Job Description

Job Title: Custodian
Reports To: Superintendent and/or designee
FLSA Status: Non-exempt

General Description

To maintain the school buildings and grounds in a condition of operating excellence and safety so that the full educational use of all facilities may be utilized at all times.

Safety

This position should be spending approximately 15% of his/her time on safety related activities.

Essential Duties and Responsibilities include the following. The Superintendent and/or designee may assign other duties. Some essential duties and responsibilities may be assigned to specific employees. However, each employee covered by this job description must have a working knowledge of each duty and/or responsibility.

Knowledge of:

1. Basic cleaning methods, procedures, and techniques
2. Basic repair and maintenance procedures and techniques
3. Cleaning materials, supplies, and equipment
4. Safe working methods and procedures

Ability to:

1. Efficiently and effectively use cleaning materials, supplies, and equipment
2. Understand and carry out oral and written directions in a timely fashion
3. Establish and maintain cooperative working relationships
4. Perform simple and repetitive tasks
5. Work independently

Cleaning Duties:

1. Sweep, mop, strip, wax, and seal floors; vacuum and shampoo rugs and carpets
2. Dust, wash, and polish furniture, woodwork, and metalwork
3. Empty and clean waste receptacles
4. Clean classrooms, restrooms, hallways, kitchen/cafeteria areas, gym area, locker rooms and shower areas, teacher work areas, and office areas
5. Wash windows, walls, and white boards
6. Clean window coverings such as drapes and blinds
7. Pick up paper and other debris from school grounds, walk areas and the areas adjacent to school facilities
8. Sweep concrete surfaces adjacent to the school buildings
9. Perform emergency cleanup service resulting from breakage, vandalism, spilling, and illness

Maintenance Responsibilities:

1. Open the school building each morning as well as gates and fences, turn on lights, and set the security system
2. Inspect the building each day for damaged or non-working equipment (areas to be inspected include playground equipment, fencing, building exterior, and building interior) with any damages reported to the Superintendent and/or designee
3. Mow grass, sweep sidewalks, rake leaves, weed eat, and pull weeds in assigned areas
4. Maintain all areas of the building so that they are safe and free of hazards or debris
5. Remove snow and ice from areas where safety is an issue
6. Inspect any vehicles or mechanical equipment the custodian uses in the performance of his/her duties
7. Conduct monthly checks of fire alarm system
8. Conduct monthly roof inspections
9. Repair and fix broken desks and chairs

10. Work with Superintendent and/or designee to develop and maintain a program of safe conditions and practices to provide for the welfare of the students, staff, and visitors to the building
11. Look for ways to improve the physical structure and initiate procedures to accomplish these improvements
12. Perform other minor maintenance work as assigned

General Duties:

1. Be the first call in the event of any building related problem
2. Attend District meetings and communicate effectively with the District office staff, administration, and staff of the assigned school and the general public
3. Enjoy, welcome, and initiate positive contact with students, teachers, staff members, and visitors at the assigned school
4. Be on site and on duty during all school lunch/breakfast times and assist with bus duty (traffic control) when directed by the Superintendent and/or designee
5. Be on site and available during the entire shift or assignment time to deal with any unexpected situation or event requiring attention (a school secretary or Building administrator must be notified when the custodian is leaving the building and when he/she expects to return)
6. Maintain an inventory and recommend purchase of suitable supplies, tools, and equipment
7. Check doors, lock, and secure the assigned building when leaving
8. Inspect District property and observe activities on District property for unsafe conditions which may lead to injury; correct any unsafe practices or conditions and to report potential safety hazards to the Superintendent and/or designee.
9. Work with Superintendent and/or designee to develop and maintain a program of safe conditions and practices for the welfare of the students, faculty, employees, volunteers, visitors and other invitees
10. Follow the safety guidelines specified in the Safety and Risk Management Plan
11. Inspect office areas, parking lot, hallways and equipment to ensure that any hazards are removed or reported

Supervisory Responsibilities

This position has no supervisory responsibilities

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Certificates, Licenses, Registrations

1. High School Diploma or GED (required)
2. Associate's degree in industrial maintenance (preferred)
3. Current CPR/AED and First Aid certification (required)
4. Other qualifications as determined by the Board of Education

Language Skills

1. Ability to read, write and communicate using English language sufficient to perform job functions

Other Skills and Abilities

1. Ability to establish and maintain effective working relationships with students, peers, parents, and community
2. Ability to communicate effectively with students, parents, colleagues and administration
3. Ability to perform duties with awareness of District requirements and Board of Education expectations
4. Knowledge of the organization's mission and goals and the role of the employee in achieving each of them

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. While performing the duties of this job, the employee must have the ability to stand or sit continuously for a full shift with meal break. While performing the duties of the job, the employee is regularly required to stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb, balance, crouch, handle and move items up to 50 pounds without assistance. Visual acuity corrected to perform job functions. Must have the ability to distinguish color to perform job functions.

Environmental Concerns

May be subject to both inside and outside environmental conditions and may not necessarily be protected from weather and temperature changes. Possible exposure to hot, cold, wet, humid or windy weather conditions.

Professional Conduct

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagements in acts that are contrary to District policy, unlawful activities, insubordination, or any other conduct which is seriously detrimental to the Central #104.

Terms of Employment

Salary, benefits, and working conditions are provided by a collective bargaining agreement between the Board of Education and Central Teachers' and Support Staff Association.

Evaluation

The Superintendent and/or designee, in accordance with the School District Policy, will conduct the evaluation and assessment of performance of personnel in this position.

Acknowledgment

I acknowledge that have read the job description and I understand what would be expected of me. Central SD #104 reserves the right to add, change, reassign or reduce job duties. This job description does not constitute a contract of employment.

(Signature)

(Date)