

West Central C.U.S.D. #235

Job Description

TITLE: Custodian

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

REPORTS TO: Head Custodian

QUALIFICATIONS:

1. Completion of high school or sufficient education to carry out verbal and written instructions and reporting procedures.
2. Successful completion of the Illinois specific criminal background check by the Illinois State Police.
3. Completion of a favorable physical examination, including tuberculosis test.
4. Physical strength, dexterity, and ability to do manual work.
5. Working knowledge of cleaning methods, materials, equipment, simple repair skills.
6. Ability to create personable relations with co-workers, building occupants, and public in general.

PERFORMANCE RESPONSIBILITIES:

1. Clean and wash floors, walls, ceilings; dust and polish furniture; wash windows; strip, buff, wax, and polish floors; clean and disinfect restrooms. Dispose of recyclables and trash.
2. Maintain grounds by trimming bushes and small trees, and raking grounds. Snow removal duties as assigned.
3. Assist in building maintenance on a handyman's level by replacing window glass, cleaning gutters and drainpipes, freeing stopped sanitary and sink plumbing, repairing leaks, repairing furniture, painting, replacing lights and ballasts, replacing filters, and performing other related work.
4. Report to the Head Custodian, Maintenance Director, or building Principal any needed repairs or unsafe conditions that cannot be corrected by the custodian.

5. Assist in regulating heat and ventilation systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity and energy conservation.
6. Assist in maintaining building cleaning equipment (i.e. buffer machines, stripper machines, vacuums, etc.) in working condition and cause same to be repaired or replaced as needed.
7. Operate heating, lighting, ventilation, and electrical controls as specified. Perform routine lubrication services and minor preventive maintenance services.
8. For security and energy purposes, check to be sure classroom lights have been turned off and windows and doors are closed and locked at the end of the day.
9. Maintain watch over property and grounds against trespassing, vandalism, and fire hazards. Assist with security of facilities. Lock doors at specified times and be sure all exterior doors remain locked during the school day.
10. Provide assistance in unloading supplies and food delivered to the building. Sign receipt for same after checking shipping ticket.
11. Raise and take down the American flag each day.
12. Clean corridors during the day when their condition requires it.
13. Wash blackboards and whiteboards daily.
14. Report major repairs needed promptly to the Head Custodian, Maintenance Director, building Principal or Superintendent.
15. Keep an inventory of supplies and notify the Head Custodian of the need for replacements within enough time to allow for the delivery of such supplies when needed.
16. Move furniture or equipment within/between buildings as required for various activities and as directed by the Head Custodian, building Principal or Superintendent. Provide service for scheduled school events and for organizations using school facilities in setting up as needed and locking of building following completion of the event.
17. Assist Maintenance Director with required monthly and yearly checks, repairs, or replacement of all exit and Emergency Lighting within assigned area/building.
18. Monitor boiler(s) to include: periodic blowdown, change all HVAC related filters, perform operator level maintenance on all air handlers in assigned area/building.

19. Check buildings, boilers, freezers, etc. daily to ensure proper operation on non-attendance days as required.
20. Provide assistance to students, teachers, public, and any other employees as needed and appropriate.
21. Respect the teacher's professional role and his/her right to privacy. Do not interrupt classes or conversations except in cases of extreme emergency such as fire, accident, imminent storm, etc. If the teacher does something that interferes with the building maintenance, report this to the Principal, not to the teacher.
22. A list of specific duties for each position shall be provided in writing by the Superintendent in cooperation with the Head Custodian and building Principal. These duties will include cleaning and maintaining specific areas of a building. Night custodians must be alert for instances of vandalism and immediately report any threat to the building to the Superintendent and/or the police. All custodians should be instructed by the Maintenance Director regarding heating, lighting, water cut-offs, etc. to ensure safety of operation.
23. Appropriate work breaks are provided twice (not to exceed 15 minutes each) daily.
24. Take pride in personal appearance as well as pride in appearance and maintenance of assigned school.
25. Any additional duties or tasks as directed by the Head Custodian, building Principal and/or Superintendent.

Risk Management – 25% of Job Performance

TERMS OF EMPLOYMENT: All custodian positions are 12-month positions. Hours vary depending on the position. Salary and benefits for custodial positions are established by the WCATS contract.

EVALUATION: Performance of this job will be evaluated annually by the Head Custodian in collaboration with the Building Principal and Superintendent.