



Prairie Central CUSD #8

Job Descriptions for Custodian

Official Supervisor

Building principal, head or lead custodian (school year); chief of maintenance (summer)

Job Summary

The custodian-functions under the guidelines established by the building principal, with input from the head or lead custodian, during the school year; and the chief of maintenance during the summer. He/she is generally responsible for cleaning, minor maintenance/repair, and the lifting and transport of heavy equipment in areas of the building assigned during the regular school year; and for extensive cleaning, minor maintenance/repair, and the lifting and transport of heavy equipment during the summer, possibly in a building other than that assigned during student attendance.

Qualifications

High school diploma
Some knowledge in addressing minor maintenance and repair
Custodial experience
Ability to work unsupervised

Skills

Works well independently
Communicates effectively
Works cooperatively with all other staff members and students
Organizes tasks and time effectively
Handles equipment and supplies
Completes job requirements punctually
Relates to staff, students, and the public in a courteous manner
Acts as a positive role model for students
Performs all assigned tasks (heavy lifting, using buffers, setting up bleachers, etc.)

Length of Employment

260 days per year, 8 ½ hours per day (includes a 30-minute, non-paid, duty-free lunch), but assigned hours may vary

Evaluation

By building principal, with input from head/lead custodian or chief of maintenance, based on "Job Functions" and specific work schedule (attached)

Job Functions

A. Punctuality

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Safety

1. Follows the statutes, administrative codes, procedures, methods, and regulations set forth by the administration, the board of education, the Illinois State Board of Education, the State of Illinois, and the Federal Government
2. Observes the highest standards of safety
3. Is accountable for the equipment and supplies used in daily job performance and follows all district rules, regulations, and procedures in the issuance, handling, and returning of equipment and supplies
4. Follows all prescribed guidelines when dealing with hazardous or toxic materials

C. General Procedures

1. Follows all procedures developed for the cleaning of regular classrooms, special classrooms, restrooms, gym and locker room areas, regular cafeterias, and hallways
2. Performs minor maintenance and repairs as assigned by building principal and head/lead custodian
3. Sets up and takes down bleachers and chairs and provides for the movement of heavy equipment for cleaning purposes and snow removal
4. Performs all tasks necessary to maintain a clean, attractive educational environment as assigned by the appropriate supervisor
5. Performs duties assigned during the summer weeks by the appropriate supervisor
6. Organizes work routine in order to accomplish all assigned tasks
7. Is flexible in work routine when having to deal with special assignments or events

D. Communication and Cooperation

1. Communicates and cooperates with colleagues, supervisors and all levels of staff, students, and the public regarding custodial issues
2. Uses sound judgment when dealing with staff and students
3. Is a positive role model for students, has a neat appearance, and uses proper language near students
4. Demonstrates interest, enthusiasm, and a positive attitude toward work
5. Reports immediately to the appropriate supervisor a job-related problem or accident
6. Reports immediately to the appropriate supervisor any malfunctioning equipment