

OAK GROVE SCHOOL DISTRICT #68

JOB DESCRIPTION

<u>TITLE:</u>	Custodian
<u>QUALIFICATIONS:</u>	General knowledge of basic cleaning, repair and maintenance of a school building. Ability to complete appointed tasks without the need for constant supervision. Other Qualifications as might be determined as necessary by the building administrator or school board.
<u>REPORTS TO:</u>	Superintendent
<u>TERMS OF EMPLOYMENT:</u>	The position of Oak Grove Custodian is a twelve-month position with 8-hour days with a half-hour unpaid lunch and as agreed upon by the Board of Education.
<u>POSITION GOALS:</u>	To maintain the assigned school building and grounds in a condition of operating excellence and safety so that full educational use of all facilities may be made at all times. Specific responsibilities will be designated between night and day shifts.
<u>PERFORMANCE DESCRIPTORS:</u>	<ul style="list-style-type: none">• Sweep, mop, strip, wax and seal floors; vacuum and shampoo rugs and carpets during breaks and summer work• Dust, wash and polish furniture in common areas such as the conference room, Studio 68, and cafeteria• Empty and clean waste receptacles, separate recycling, take out the trash and recycling in appropriate dumpsters• Clean restrooms and break room walls, floor, sinks, fixtures, handles, and countertops daily• Wash windows and high touch surfaces, polish metal work, clean white boards• Clean window coverings, space between window and screen, sills by dusting and vacuuming• Pick up paper and other debris from school grounds, walk areas and the areas adjacent to school facilities• Sweep concrete surfaces adjacent to the school buildings and coordinate asphalt cleaning with Superintendent• Perform emergency cleanup service resulting from breakage, vandalism, spilling and illness• General cleaning of classrooms, hallways, kitchen/cafeteria areas, gym area, teacher work areas and office areas• Inspect playground equipment, fencing, building exterior, building interior and report any issues• Mow and trim the grass on school property in areas assigned in conjunction with mowing services• Maintain the cleanliness of the gymnasium bleachers, floor, rugs, landings, base trim, and wall cushions• Repair, fix, and move desks and chairs into and out of areas of need• Remove snow and ice from all areas of the parking lot and sidewalks and maintain snow removal equipment• Inspect & recommend repair on any vehicles or mechanical equipment the district owns and operates• Recommend improvements to the structure and initiate procedures to accomplish these improvements• Perform minor maintenance work such as patching, sanding, painting, tile work, hanging things, etc. as assigned• Be the first call in the event of any building related problem during off hours or unexpected fire alarm notices• Enjoy, welcome and initiate positive contact with students, teachers, staff members and visitors at Oak Grove School• Be on site and available to deal with any unexpected situation or event requiring attention. The school secretary or administrator on duty must be notified when the custodian is leaving and returning to the building• Maintain and keep organized an inventory and recommend purchase of suitable supplies, tools, and equipment• Lock and secure the assigned building, including any outbuildings and lock storage boxes at shift end• Follow the safety guidelines specified in the Safety and Risk Management Plan for Oak Grove District #68• Inspect office areas, classrooms, common areas to ensure that any fire and safety hazards are removed & reported• Perform all other duties necessary to the position and other duties as may be assigned by the Superintendent, or as outlined in the position checklist
<u>SPECIFIC KNOWLEDGE/SKILLS:</u>	Specific skills related to the support of students and classroom teachers.
<u>EVALUATION:</u>	Minimum annual evaluation by assigned administrator, additional evaluations may apply.
<u>BOARD APPROVAL DATE:</u>	MARCH 24, 2021