



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

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TITLE: Custodian

CLASSIFICATION: Support Staff Non-Certified

QUALIFICATIONS:

1. One (1) year school custodial experience preferred
2. Must possess thorough knowledge of building cleaning procedures.

REPORTS TO: Building Principal, Head Custodian

JOB GOAL: The custodian performs general cleaning and maintenance to provide pleasant and safe surroundings for staff and students.

Working Conditions:

Subject to work with biohazard waste.

Subject to temperature changes while performing assigned duties.

May be required to work in extreme hot and cold temperatures.

Subject to the hazards, dust and odors from sanding and painting procedures.

Subject to the hazards, vapors and odors from various cleaning chemicals.

May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.

May be subject to work with hazardous chemicals.

Subject to work in confined spaces.

Subject to work from elevated work surfaces.

Physical Demands:

Be able to lift 60 pounds using proper lifting techniques.

Be able to lift 120 pounds, with assistance, using proper lifting techniques or equipment.

Able to sit or stand for extended periods of time.

Be able to bend body and arms in all directions to lift and move packages and to perform maintenance duties.

Be able to ascend and descend a ladder while performing maintenance duties.

Bend body at waist downward and forward to perform maintenance duties.

Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, and carpet surfaces.

Extend hands and arms in all directions to perform maintenance and shoveling duties.

Use upper and lower extremities to perform maintenance duties, and upper extremities to handle maintenance equipment, shovel snow and push and open doors.

Use hands to select appropriate keys, insert keys into locks, turn doorknobs, and open doors.

Answer, communicate and dial the telephone in clear, precise voice.

Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action.

Have the physical ability to wear a negative pressure respirator and other personal protection equipment as needed.

Perform work in confined spaces, such as, tunnels, boilers, and hot water tanks.

Perform work in high areas, such as, hoists and ladders.

PERFORMANCE RESPONSIBILITIES:

1. Vacuums, sweeps, and/or cleans classrooms, restrooms, hallways, gyms and cafeteria, etc.
2. Sets up equipment (i.e.: chairs, bleachers) for Community Education classes, sports events, concerts, meetings or other special events. Checks building use request forms or with supervisor to determine what equipment is needed. Takes down equipment after the event. Coordinates equipment set up and take down with building level principals.
3. Secures building at night, setting alarms and locking doors and windows. Opens and closes building for special events.
4. Repairs chairs and other equipment.
5. Cleans chairs, desks, lockers and other equipment.
6. May require alternating Friday evenings and Saturdays to accommodate special weekend events.
7. Maintain proficiency level for proper procedures for hazardous waste management and bio spill handling.
8. Employee is responsible to be knowledgeable about all district policy.
9. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Approved: May 1999
Revised: October 2000

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Date

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*Serving Adams, Dexter, Elkton, Johnsburg, Rose Creek and Taopi
An affirmative action equal opportunity employer.*