Streator School District #44

Job Description

Part Time Custodian

FLSA Status: Non-Exempt — Effective: 2.1.2019
Reports to: Building Principal — Approved: LP

Position Objective

The part time custodian works to provide students and staff with a safe, attractive, comfortable, clean, and efficient place in which to learn and work.

Essential Functions:

- Empties pencil sharpeners, trash, and recycling in all rooms and areas including lunch room
- Cleans and disinfects all sinks, toilets, urinals, soap holders, paper towel holders, toilet dividers, mirrors, water fountains and all other areas in and outside of the building as necessary
- Replenish toiletries and supplies in bathrooms and classrooms
- Wet mops and disinfect bathrooms
- Vacuums classrooms and mats
- Dust mops classrooms, hallways and gym floors; use floor machine as needed
- Set up and clean up for school activities
- Ensure all doors and windows are locked
- Communicates with head custodian regarding repair/maintenance needs
- Maintains and keeps up the grounds and shall keep all sidewalks free of snow and ice
- Be familiar and understand HVAC system to monitor and adjust room temperatures for comfort
- Check email upon arrival and before departure
- Understand safety guidelines for Health/Life Safety inspections and fire/security systems
- Use all school equipment including but not limited to lawn mowers and floor scrubbers

Additional Functions:

- Buffs floors as needed
- Perform other duties and tasks as assigned by the Principal/Head Custodian

Qualifications:

- High School Diploma or GED
- Valid Illinois Driver's License

Working conditions

- Mental Demands: calculating, comparing, evaluation, interpreting, organizing, consulting, analyzing, planning, documenting, and specifying
- Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting a minimum of thirty pounds, finger dexterity, grasping, repetitive motions, talking, climbing a ladder, hearing and visual acuity
- Environmental Conditions: The work is performed indoors and outdoors. Travel between buildings may be necessary

The above job description reflects the general requirements necessary to perform the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended by the Board of Education as appropriate.