

**GLEN ELLYN SCHOOL DISTRICT 41  
GLEN ELLYN, ILLINOIS**

**JOB DESCRIPTION**

**TITLE:**

Custodian

**CLASSIFICATION:**

- Administrator:  
 GEEA  
 ESP:

X AFSCME

       EXEMPT

**DEPARTMENT:**

Buildings & Grounds

**REPORTS TO:**

- Building Manager (if applicable)
- Head Custodian
- Principal
- Director of Building & Grounds

**GENERAL RESPONSIBILITIES**

The Custodian assists in ensuring a safe and healthy school environment by providing custodial and maintenance services so that full educational use of school facilities is available to students, staff, parents and the school community.

**ESSENTIAL JOB FUNCTIONS**

- Meets daily with the head custodian to coordinate maintenance and custodial services.
- Checks all building systems to maintain efficient, effective and safe operation.
- Maintains cleanliness throughout the building including cleaning, sanitizing, waxing, mopping, removing trash and recyclables, sweeping, shampooing, etc. as per a specific work plan.
- Informs the head custodian, and appropriate staff of any emergency situations which may arise.
- Secures the building at end of the shift each day, ensuring that doors and windows are closed and security systems are working.
- Removes snow and salts sidewalks as needed
- Assists school and community groups in using the school building including related set up and take down of any tables and chairs, etc.
- Must be available to work during school holidays, evenings, and overtime and during inclement weather.
- Interfaces with all levels within the building, district, and with community groups using the school.
- Must be able to work during the day instead of the night on certain school days, holidays and during the summer months per a set schedule.

**KNOWLEDGE AND SKILLS**

- Requires knowledge of basic plumbing, electrical and HVAC systems
- Requires experience in using some hand tools and small power tools.
- Must handle chemical cleaners and maintenance supplies.

- Requires some heavy lifting and physical labor.
- Must be able to understand, read, follow directions and communicate in English
- Requires good interpersonal skills

**EDUCATION AND CREDENTIALING**

- High School diploma or equivalent

**EVALUATION**

- Director of Buildings & Grounds will evaluate annually in conjunction with Building Principal and Head Custodian.

**DIRECT REPORTS TO THIS POSITION**

- Not applicable.

**WORK YEAR**

- 12 month

<b>PHYSICAL ABILITY JOB REQUIREMENTS</b>	<b>Not Important</b>	<b>Desirable</b>	<b>Essential</b>	<b>Critical</b>
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.				X
Pushing/pulling carts, dollies, etc.				X
Climbing ladders, scaffolding, etc.				X
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.			X	
Proofreading and checking documents for accuracy.		X		
Using a keyboard to enter, retrieve or transform data.	X			
Dealing with employees, suppliers and/or customers in high-stress situations.	X			
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.			X	
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.		X		
Looking at computer screen/reading data on PC.	X			

By signing this, I affirm that I have read and understand the contents of this document.

\_\_\_\_\_  
Employee Signature