

**LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2**  
**JOB DESCRIPTION**

**TITLE: DAY CUSTODIAN**

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Health: Certification of good health signed by a licensed physician. Be free of communicable diseases.
3. Demonstrate an aptitude for successful completion of assigned responsibilities.
4. Ability to read, understand basic directions and make changes correctly.
5. Possess a valid driver's license.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:**

Maintenance Director

**JOB GOAL:**

To provide a clean, healthful, comfortable, and attractive building.

**MINIMUM PERFORMANCE EXPECTATIONS**

1. Check that the cafeteria is clean after breakfast. (see day custodian duties)
2. Put up the rope on the parking lot and the shut gate to ensure student safety.
3. Check restrooms throughout the day. Pick up trash. Refill paper towels, toilet paper, and soap as needed.
4. Check and pick up trash in hallways throughout the day, and sweep periodically.
6. Set up the lunchroom for lunch. (diagram in lunchroom closet)
7. Clean and take out trash during Elementary and Jr. High lunch.
8. Clean up any messes that might occur throughout the building.
9. Setup for activities.
10. Help keep district grounds clean and maintained.
11. Remove snow and ice from sidewalks, entryways, playgrounds, etc.
12. Although specific work areas and performance responsibilities are assigned to each custodian, a sense of cooperation and teamwork and acknowledgment of the need of accomplishing the tasks will be most productive.

13. The Day Custodian will work in partnership with the Night Custodian and Maintenance Director.
14. During the fall and spring baseball and softball season, clean and sanitize restrooms at the ball diamonds on game day or as needed.
15. On a weekly basis the bus garage restrooms need to have trash emptied and be sanitized.
16. Assist in making sure we provide a safe environment for students, as per the risk management plan.
17. Other assignments as made by the administration.
18. Once in a while, clean and organize gray storage area in the Highschool Gym; dust and sweep the bleacher area in the Junior High gym.

**EQUIPMENT USED:**

List of equipment to be used to perform the essential functions of the position: Vacuum cleaner, wet mop, dry mop, shovel, and automatic scrubber.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

The working conditions described should be representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand for extended periods of time, walk and reach out with hands and arms. The employee must occasionally lift and or move up to 60 lbs. The employee must be able to work outdoors when required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**TERMS OF EMPLOYMENT:**

12 months

ADOPTED: NOVEMBER 18, 2020