

LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2
JOB DESCRIPTION

TITLE: NIGHT 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. Demonstrated 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.
7. Dress and present yourself appropriately for a school setting as you are a role model for students.
Practices good grooming habits, with regard to personal hygiene, unquestionable cleanliness of body, clothing, hair, neat appearance, hair, and posture.

REPORTS TO:

Maintenance Director

JOB GOAL:

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

MINIMUM PERFORMANCE EXPECTATIONS:

1. Thoroughly clean assigned areas
2. Thoroughly clean and mop restrooms daily
3. Lock all outside doors at assigned times
4. Recheck all outside and inside doors before leaving
5. Setup for evening activities
6. Clean up after evening activities
7. Set-up for next school day each evening
8. Thoroughly clean gym, locker rooms, restrooms, and lobby after evening activities
9. Fill paper towels, toilet paper, and soap in restrooms each evening
10. Sweep outside entrances as needed
11. Buff and scrub halls as needed, at least once a month
12. Disinfect all water fountains daily
13. Vacuum doormat as needed
14. Empty trash containers as needed, as least daily
15. Remove gum off floors and bleachers daily
16. Remove snow and ice from sidewalks and entryways.
17. Report any needed building repairs to the Maintenance Director
18. Put temporary hall gates in place

19. Be available for emergencies and to provide help as needed.
20. Although specific work areas and performance responsibilities are assigned to each custodian, a sense of cooperation and teamwork and acknowledgment for the need for accomplishing the tasks will be most productive.
21. Each custodian will have assigned areas in which he/she is totally responsible for the performance of the cleaning and sanitizing operations and for such work as may be necessary to enhance the attractiveness of the areas.
22. Specific area responsibility will be assigned by the Maintenance Director or the Superintendent, as well as hours worked.
23. During the fall and spring baseball and softball season, with the help of the lead custodian, empty trash and pick up trash around the ball fields on game days or as needed.
24. Assist in making sure we provide a safe environment for students, as per the risk management plan.
25. Other duties as assigned by the Maintenance Director or by Administration

EQUIPMENT USED:

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, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 60 lbs. 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 month

EVALUATION:

Performance of this job will be evaluated annually and in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.