



Lockport Elementary School District #91

Position Description Milne and Kelvin Grove Schools

Section I: General Information

Position Title: Building Custodian	Department: Building & Grounds
Immediate Supervisor's Position Title: Director of Building & Grounds	FLSA Status: Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/>
Hours/Days: Full time - 8 hours a Day/260 days per year Part-time - 4 hours a day/ 220 days per year	Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Job Summary: Under the direction of the Director of Building & Grounds, the Custodian performs environmental service tasks, cleaning and maintenance of school buildings, minor mechanical repairs, and support services for day and evening school activities in the Milne-Kelvin Grove School District. This position assists in providing a safe, clean learning environment for students, staff, and faculty.	

Section II: Essential Duties and Responsibilities

Duty/Responsibility Number:	1	Statement of duty/responsibility: Perform light maintenance and repair of grounds and building.
Percent of Time	2%	
Tasks involved in fulfilling above duty/responsibility: Remove paper, cans, and trash from the grounds daily. Check for any signs of vandalism or graffiti daily. Keep the playground equipment in safe condition. Inspect the equipment on a regular basis. If you have concerns about any equipment, report it to the Director of Building & Grounds in writing (custodial request form). Immediately report hazards that pose danger or injury to the Director of Building and Grounds and the building Principal. Assist with the Integrated Pest Management (IPM) program. Report any signs of pests to the Director of Building & Grounds. Perform other repairs as needed such as doors and sink faucets.		

Duty/Responsibility Number:	2	Statement of duty/responsibility: Interior and exterior lighting.
Percent of Time	3%	
Tasks involved in fulfilling above duty/responsibility: Replace burned out bulbs and lamps by using standard, energy-efficient lamps purchased by District 91. Turn off any lights that remain on in unoccupied rooms (including lamps, etc.). Turn out all lights, except for security lights, and check that outside lights are on before leaving the facility each night. If lights are not on and you cannot get them to come on, submit a work order to the Director of Building & Grounds. Know the location of all light switches, panel boards, and load centers. Clean fixtures and lenses bi-annually (on a rotating basis). Handle fixtures properly to avoid shocks or cuts. Submit a work order for any lights you cannot reach from an 8' ladder.		

Duty/Responsibility Number:	3	Statement of duty/responsibility: Cleaning of entrances, lobbies, and corridors.
Percent of Time	8%	
Tasks involved in fulfilling above duty/responsibility:		
Daily: Empty waste receptacles; remove debris, leaves, and litter. Wipe down waste receptacles. If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil. Vacuum carpeted areas and mats, remove any soil spots. Disinfect drinking fountains (see procedures). Clean entrance door glass. Clean front of vending machines.		
Weekly: Dust the tops of lockers, fire closets, extinguishers and window casings (Low dusting below 5'). Clean glass partitions, display cases, and interior door glass. Spot-clean finger marks and smudges on walls, door facings, and doors. Dust furniture. Restore floor finish on non-carpeted floors, by buffing.		
Monthly: High dust vents, lights, pipes, pillars and door frames, hanging light fixtures and connecting and horizontal wall surfaces (High dusting over 5').		

Duty/Responsibility Number:	4	Statement of duty/responsibility: Cleaning of classrooms.
Percent of Time	65%	
Tasks involved in fulfilling above duty/responsibility:		
Daily: Empty waste baskets and replace liners. Check recycle bins and empty as needed. Clean white boards. Vacuum any carpeted area and remove soil spots. Dust mop or vacuum and wet mop tiled floors. Clean glass in doors and/partitions. Disinfect all door handles and desk/table tops. Empty pencil sharpeners. In art room, clean sink and countertop.		
Weekly: Dust furniture surfaces (low dusting, below 5 feet) including keyboards and computer monitors and CPUs.		
Twice Monthly: High dust vents, lights, televisions, Brightlinks, etc. Wash classroom exterior windows. High dust vents, lights, pipes, pillars and door frames, hanging light fixtures and connecting and horizontal wall surfaces (High dusting over 5').		
Before leaving the room, visually check to make sure all of the following duties are completed: Windows are locked. All items are in appropriate place. Room looks clean and is clean! Lights are turned off. Door is locked.		

Duty/Responsibility Number:	5	Statement of duty/responsibility: Cleaning of office and staff lounge.
Percent of Time	5%	
Tasks involved in fulfilling above duty/responsibility:		
Daily: Empty waste receptacles and damp clean. Clean dry erase boards unless office staff or building principal ask that it not be cleaned (some have monthly schedules on them or meeting notes that will be utilized on another date). Vacuum carpet areas and remove any soil spots. Dust mop and wet mop tiled areas. Clean glass in all doors and partitions. Disinfect all door handles. Clean all countertops and disinfect. Clean all sinks and microwaves (lounge). Clean front of vending machine in lounge. Clean tables in lounge and disinfect.		
Weekly: Dust furniture surfaces and damp clean table tops (low dust below five feet). Clean keyboards and computer monitors. Empty all pencil sharpeners. Clean door surfaces.		
Monthly: High dust vents, lights, televisions, Brightlinks, etc. Wash exterior windows. High dust vents, lights, pipes, pillars and door frames, hanging light fixtures and connecting and horizontal wall surfaces (High dusting over 5').		

Duty/Responsibility Number:	6	Statement of duty/responsibility: Cleaning of LRC and computer labs.
Percent of Time	5%	
Tasks involved in fulfilling above duty/responsibility:		
Daily: Empty waste baskets and replace liners. Clean and disinfect circulation desk. Empty pencil sharpeners. Check recycle bins and empty as needed. Clean white boards. Vacuum any carpeted area and remove soil spots. Vacuum or dust mop and wet mop tiled floors. Clean glass in doors and/partitions. Disinfect all door handles and table tops.		

Disinfect keyboards and computer desktop surface.

Weekly: Dust furniture surfaces (low dusting, below 5 feet) including book shelves, keyboards, computer monitors and CPUs.

Twice Monthly: High dust vents, lights, televisions, Brightlinks, etc. Wash exterior windows. High dust vents, lights, pipes, pillars and door frames, hanging light fixtures and connecting and horizontal wall surfaces (High dusting over 5').

Duty/Responsibility Number:	7	Statement of duty/responsibility: Cleaning of gymnasiums and multi-purpose areas.
Percent of Time	5%	
Tasks involved in fulfilling above duty/responsibility: Daily: Empty waste receptacles and replace liners. Wet mop court floors and spot clean using recommended treatment for dust mopping. Clean glass in doors and partitions. Clean and disinfect drinking fountains. Spot clean walls. Disinfect hanging mats. Sweep bleachers and remove any debris. Disinfect door handles and clean door glass. Clean all windows. Weekly: Clean door surfaces Wash bleacher floors. Disinfect all hand rails. Monthly: High dust (above 5') or vacuum vents, lights, pipes, blinds, drapes, and baseboards. Wash walls and mats (including those on stage edge). Bi-Annually: Reseal floor using manufacturer's recommended procedures and finishes. Sand and repair as deemed necessary.		

Duty/Responsibility Number:	8	Statement of duty/responsibility: Cleaning of restrooms and locker rooms.
Percent of Time	5%	
Tasks involved in fulfilling above duty/responsibility: Throughout the Day: Check for any soiled areas, spot mop as needed. Clean mirrors. Check toilet paper supplies. Check soap supplies. Check for and attend to any graffiti. Empty waste receptacles if full. Daily: Empty waste receptacles and change liners. Clean outside of waste receptacles. Empty sanitary bag receptacles and change bags. Thoroughly clean and disinfect toilets and urinals. Thoroughly clean shower rooms and dressing rooms. Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins. Clean mirrors; clean basins and counter tops; polish stainless steel and chrome surfaces. Spot wash walls, lockers, and partitions. Dust mop and wet mop floors with disinfectant solution. Spot clean doors. Disinfect all door handles. Weekly: Damp clean with disinfectant solution all partitions, benches and locker surfaces. Pour at least one gallon of disinfectant down floor drains. Dust walls and ceiling vents. Clean doors and wall tile thoroughly. De-scale faucet fixtures, toilet bowls and urinals. Twice-Monthly: Scrub floor with floor scrubber.		

Duty/Responsibility Number:	9	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time	2%	
Tasks involved in fulfilling above duty/responsibility: Secure building (checks all interior and exterior doors) and set alarm.		

Section III: Work Requirement and Characteristics

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (CHOOSE ONE)		DEGREE INFORMATION: Type of Degree (B.S., M.S., LPN, etc.)		
<input type="checkbox"/>	Less than high school diploma		Major field of study or degree emphasis:	
<input checked="" type="checkbox"/>	High school diploma or GED			
<input type="checkbox"/>	1 year college	<input type="checkbox"/>		2 years college
<input type="checkbox"/>	3 years college	<input type="checkbox"/>		4 years college
<input type="checkbox"/>	1 st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: The ability to read, understand, and follow basic operating instructions, and a demonstrable aptitude for successful completion of assigned tasks. Knowledge of department policies, procedures, and guidelines. Knowledge of tools applicable to trade. Knowledge of operation of all equipment required in performance of the job. Knowledge of all safety precautions applicable to trade. Knowledge of preventive maintenance practices. Knowledge of the application, use and proper storage of all chemicals used in performance of the job. Knowledge of cleaning techniques and materials. Knowledge of floor and carpet care.	
<input type="checkbox"/>	2 nd year graduate level			
<input type="checkbox"/>	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: No previous related work experience is required. On-the-job training is provided the employee in all major aspects of the job.				
Required Supervisory Experience: Not required for this position.				
LICENSE/CERTIFICATION		Identify licenses/certifications required upon hiring:		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: Establishing and maintaining effective working relationships with employees, supervisors, and building staff. Following assigned custodial schedules and assignments in accordance with department standards and requirements. Ability to work independently with minimal supervision. Ability to use tools and cleaning equipment applicable to trade. Ability to read, understand, and follow safety procedures. Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
--	--

WORKING CONDITIONS: The essential duties of the work are performed under various physical and environmental conditions noted.	Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.
--	--

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	(1-33%) Occasionally	(34-66%) Frequently	(66-100%) Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle/feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/kneel/crouch/crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hear	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Lift & carry up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lift & carry up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift & carry up to 75 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift & carry up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift & carry over 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can best be summarized as follows:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Section IV: Classification History and Approval

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Building Principal

Date

Signature – Superintendent/Human Resources

Date

Section V: Acknowledgement of Position Duties

Employee

Date