



Saunemin Community Consolidated School District #438  
Employee Job Description

**Position Title:** Custodian  
**Department:** Buildings & Grounds  
**Location:** Saunemin Elementary School  
**Reports to:** Superintendent  
**FLSA Class:** Non-Exempt  
**Revised Date:** June 27, 2018  
**Contract Days:** 260 Days

**SUMMARY**

This position is responsible for providing an atmosphere that is conducive to the learning situation, maintain high standards of cleanliness, and do preventive maintenance on items of equipment.

**DUTIES**

1. Dust mop the gym floor, stage, and bleachers.
2. Dust mop and wet mop classroom floors and hallways.
3. Vacuum rugs and carpet floors.
4. Move furniture including chairs, tables, and desks.
5. Change light bulbs.
6. Empty trash and carry to dumpsters
7. Service, clean and supply restrooms.
8. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
9. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
10. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
11. Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times.



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12. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
13. Help to remove snow where appropriate.
14. Check daily to ensure that all exit doors are open and all panic bolts are working properly.
15. Survey classrooms daily and dusts and polishes appropriate furniture, files, bookcases, and window sills.
16. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
17. Notify managers concerning the need for major repairs or additions to building operating systems.
18. Dust furniture, walls, machines, and equipment.
19. Clean corridors daily.
20. Scrub, mop, and disinfect toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
21. Wash all windows on the inside and those that can be reached on the outside at least once each year and more frequently if necessary. Windows where the public enters should be cleaned weekly if there is a need.
22. Help keep grounds free of rubbish.
23. Clean chalkboards/marker boards and trays daily.
24. Report any major repairs needed to your building principal (first), maintenance supervisor, or the administrative assistant.
25. Assume responsibility for cleaning and mopping of the cafeteria floor and kitchen floor, if assigned.
26. Give cafeteria chairs, tables, and benches a thorough cleaning at least twice a year.
27. Move furniture or equipment within buildings as required for various activities as directed by the principal.
28. Remove snow from sidewalks and spread snow melting chemicals.
29. Requisition supplies and equipment needed for cleaning.



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30. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
31. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
32. Perform emergency repairs and/or cleaning services as needed.
33. Keep storage rooms neat and orderly. Dispose of all cardboard.
34. Perform other duties as may be assigned by administration.

### **QUALIFICATIONS**

1. High School diploma or equivalent required.
2. General knowledge of cleaning supplies and equipment.
3. Ability to understand and follow basic oral and written instructions.
4. Ability to be on your feet for long periods of time.
5. Enforce school regulations and policies in a professional manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Must be able to lift up to 50 lbs.
8. Must be able to carry up to 35 lbs.
9. Requires employee to have the ability to push/pull up to 26 lbs.

### **SCHEDULING**

The work hours for this position are from 6:30 a.m. to 3:00 p.m. The schedule is subject to change with district demands. Overtime is required when requested.