



# Cicero School District #99

**Job Title:** Day Shift Custodian

**Reports To:** Building Head Custodian, Building Principal, Executive Director of Buildings and Grounds, and/or his/her designee

## Position Summary

Assist the Head Custodian and Principal in the day to day custodian functions of the building and minor maintenance of the building including snow removal and weekend building checks, set ups and take down for building functions/programs during school hours and before

## Qualifications & Requirements

- High school diploma or equivalent preferred.
- Certification of good health signed by a licensed physician.
- Physically able to bend over lift and carry 50 pounds.
- Aptitude for successful fulfillment of assigned performance responsibilities.
- Valid Illinois Driver's License
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, organizing and innovation
- Expertise and Experience, from being a night shift custodian.
- Must have positive yearly evaluations
- Must be able to perform all duties as listed below
- Must be able to perform all tasks with limited supervision
- Must be able to climb and work on ladders, small scaffolds and district lift.
- Employee must always carry and keep on his/her district supplied phone style walkie talkie at all times for weekend and/or holiday building checks, snow removal, if asked by Head Custodian upon his absences.
- Must be able to stand and walk for hours at a time
- Must be able to work from ladders or scaffolding
- Must be able to work around students, staff, parents, and the possibility of difficult people.

## Duties & Responsibilities:

- Remains on the school premises during all scheduled work hours according to contract.
- Cleans and maintains all areas assigned by Head Custodian up to District 99 standards.
- Adhere to all Board of Education policies, district procedures and Master Agreement between CICD99 and SIEU Local 73
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture.
- Communication - Communicates with administration about current developments and problems, initiates problem solving with the person(s) involved, and refrains from participation in rumors or gossip.
- Interpersonal Skills - Responds to service requests in a prompt and courteous manner, shows respect for others in all encounters, promotes an atmosphere of teamwork by establishing and maintaining productive working relationships, and accepts feedback non-defensively.
- Dependability - Arrives to work on time, abides by break and lunch rules, accepts responsibility for working weekends and holidays when necessary, follows established practices for all leave requests, and does not allow non-work related interruptions to interfere with the completion of assigned duties
- Safety - Follows established safety practices and completes all required safety training on an annual basis to include wearing the appropriate personal protective equipment when necessary.
- Daily cleaning activities include but is not limited to cleaning door glass, marker boards, chalkboards and trays, desks, tables, chairs, drinking fountains, emptying waste in all areas, sweeping, mopping, vacuuming, dusting,

stripping, waxing, and buffing.

- Daily restroom cleaning activities include but are not limited to cleaning sinks, stools, urinals, mirrors, sweeping and mopping the floor, and restocking all necessary supplies.
- Daily setup and teardown of school and non-school activities include but is not limited to chairs, tables, bleachers, and cafeteria tables.
- Snow removal which includes but is not limited to snow and ice removal of all sidewalks, entrances, parking lots, playgrounds, and drives, and the salting of all walks during the winter months when required and requested by the Head Custodian.
- Maintains and uses equipment and material to prevent damage, waste, and premature deterioration. This includes but is not limited to floor machines, vacuums, and pickup machines.
- Responsible for the determination and ordering of all materials and supplies required in performing day-to-day work assignment and restocks custodial cleaning cart and custodial closets.
- Security - Insures that a minimum of ten (10) percent of each normal working day is devoted to providing a safe and secure environment for all students, the public, administrators, certified staff, and non-certified staff, and safeguards all buildings, furnishings, books, and apparatus contained within the school district from premature damage and misuse.
- Minor preventive maintenance includes but is not limited to changing light bulbs, changing fan belts, lubricating bearings, and changing air handler filters.
- Reports any damage and/or graffiti to Head Custodian and Principal.
- Reports any out of range heating or cooling conditions to Head Custodian to provide appropriate temperatures to the season and to insure economical usage of fuel, water and electricity.
- Attend meetings and training as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.
- Attend to any type of emergency situation, when necessary.
- Performs all other assignments and responsibilities as assigned.

### **Physical Demands:**

Walk (continuously); bend, stoop, reach, push & pull (frequently) to access areas and to operate equipment; lift, up to 25 pounds (frequently), and up to 80 pounds (infrequently); grasp and manipulate tools/ equipment (frequently); use seeing, hearing and speaking.

### **Working Conditions:**

Most work performed indoors, some outdoors. Exposure to: electrically and mechanically operated equipment; cleaning agent odors; floor buffer vibration; seasonal outdoor temperatures and possible exposure to dust, wind, sun and insects. Night custodians may work alone.

### **Terms of Employment**

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| Start Date:        | TBD  |
| Building:          | TBD  |
| Hours:             | As outlined in the Custodian and Maintenance collective bargaining agreement |
| Work Year:         | 12 month   |
| Compensation:      | As outlined in the Custodian and Maintenance collective bargaining agreement |
| Union Affiliation: | Union SEIU Local 74  |

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at [www.cicd99.edu](http://www.cicd99.edu).