

## **HOMEWOOD SCHOOL DISTRICT 153 JOB DESCRIPTION**

**Job Title:** Building Custodian  
**FLSA Status:** Non-Exempt  
**Department:** Custodial  
**Reports to:** Head Building Custodian and Building Principal  
**Revised:** October 15, 2018

### **Qualifications:**

- Completion of a post-employment offer medical examination by a licensed physician which indicates ability to perform all essential job functions with reasonable accommodation
- Demonstrated aptitude for successful fulfillment of assigned performance responsibilities
- Demonstrated aptitude for recognizing needed work to be accomplished and for completing such work without direction or assistance when possible
- Possess such other qualifications as the Board may find appropriate and acceptable

**Job Goal:** To provide students, staff and faculty with a safe, attractive, comfortable, clean and efficient environment in which to learn, play, develop and work

### **Essential Job Functions:**

- Ability to lift and carry objects weighing up to 100 lbs.
- Ability to climb ladders for cleaning and maintenance work
- Ability to read instructions and operate building mechanical equipment and fire and security alarm systems
- Ability to assume work duties of Head Building Custodian and Sweeper as emergency, short-notice, fill-in worker
- Ability to use common hand and power tools and cleaning machines
- Ability to reach all areas of school buildings and grounds quickly in case of emergency
- Ability to pour and/or mix cleaning fluids in correct concentrations
- Ability to remove snow from and to salt outside walkways

### **Performance Responsibilities:**

The list below is meant to be illustrative, rather than all inclusive. Accordingly, the list is not meant to be a restriction on the work which can be assigned to an employee.

- Keeps building and premises, including sidewalks, drive-ways and play areas neat and clean at all times
- Shovels, plows, and/or salts walks, driveways, parking areas and steps as appropriate
- Sweeps assigned classrooms daily and dusts furniture
- Cleans assigned corridors after school each day and during the day when their condition requires it
- Scrubs, hoses down and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily
- Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary
- Keeps the grounds free from rubbish
- Performs such yard keeping chores as grass cutting, tree trimming and the like, as necessary to maintain the school grounds in a safe and attractive condition
- Keeps all floors in a clean and attractive condition and in a good state of preservation
- Cleans all chalkboards at least once a week
- Makes such minor building repairs of which he is capable
- Reports major repairs needed promptly to the principal
- Reports immediately to the Building Principal any damage to school property

- Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the Building Principal
- Assumes responsibility for the closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights except those left on for safety reasons are turned off if working the evening hours
- If working the daytime hours, assumes responsibility for the opening of the building each school day
- Conducts an ongoing program of general maintenance, upkeep and repair under the guidance of the Director of Buildings and Grounds
- Moves furniture or equipment within the building as required for various activities as directed by the Building Principal, the Head Building Custodian and/or the Director of Building and Grounds
- Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste
- During assigned duty hours, assumes responsibility for the general security of the building including checking that specified outside doors and inside corridor gates are closed and locked in accordance with established building procedures

**Evaluation:** Performance of this job will be formally evaluated annually in accordance with provisions of the Board's policy on Evaluation on Non-certificated Personnel

**Terms of Employment:** 12 months