

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005-3122**

**Job Description**  
**Custodian**

**Purpose:**

The job of Custodian was established for the purpose of maintaining an attractive, sanitary and safe facility for students, staff and the public; providing equipment and furniture for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner.

**Reports to:**

The Custodian is under the direct supervision of the Custodial Supervisor and must also respond to requests from building/district administrators.

**Essential Functions**

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Inspects facilities to ensure that the site is suitable for safe operations, is maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Performs minor job related, maintenance on custodial equipment, classroom furniture and fixtures for the purpose of ensuring proper functioning and usability of items.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the building site.
- Prepares site for daily operations as may be required (e.g. opening gates, raising/lowering flags, sweeping walkway, shoveling, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities throughout the day as needed.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action and/or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial maintenance activities.
- Demonstrates good judgment, trustworthiness, dependability, promptness, flexibility, and emotional maturity.

**Other Functions**

- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Provides information to administrators and staff for the direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

**Minimum Qualifications:**

Specific skill-based competencies required to perform the functions of the job include: the ability to learn to use cleaning materials, disinfectants and equipment used in custodial work; the ability to understand and carry out oral and written instructions; and the ability to establish and maintain effective relationships with those contacted in the course of work.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: demonstrated aptitude for successful completion of tasks, the ability to comprehend the schedule for all the assigned areas. Other competencies include the ability to learn schedules, procedures and the use of tools and equipment used in custodial and simple maintenance work, and the ability to work with limited supervision often working alone on evening or weekend shift.

Flexibility is required to satisfactorily perform the functions of the job and includes adapting to changing work priorities and meeting deadlines and schedules.

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, and 20% standing. The employee should be able to lift and carry up to 80 pounds, be able to lift and empty full mop buckets and be able to empty a 44-gallon trash bin into a dumpster.

Possess a valid driver's license.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with staff, students, and community members.

**Working Environment:**

The job is performed under minimal temperature variations and all weather conditions.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High School diploma or equivalent is preferred

**Performance Responsibilities**

The specific duties and responsibilities of the Custodian shall be to:

- be responsible for adherence to and implementation of school district cleaning standards and good housekeeping practices in both interior and exterior working areas;
- be responsible for the security of district facilities;
- move furniture, supplies, and miscellaneous equipment as needed;
- remove snow and ice as needed;
- be responsible for the proper and economical use of all supplies, tools, and equipment used in the performance of duties;
- keep tools and mechanical equipment owned by the district in clean condition and good repair;
- comply with and ensure all rules, regulations, and safety policies are followed;
- respond to any emergency within the scope of ability;
- fill in for persons absent in any of the other areas of custodial operations;
- report injuries, accidents, and illness (absences) of custodians to the building administrator;
- communicate effectively with district personnel;
- perform other duties as assigned.

**FLSA Status:** Non-Exempt