PONTIAC WILLIAM HOLLIDAY DISTRICT #105
JOB DESCRIPTION

Position Title: Custodian
Department: Maintenance
Location:
Reports to: Director of Maintenance / Supervisor of Custodians or Building Principal in event of absence
FLSA Class: Non-Exempt
Revised Date:

SUMMARY
This position is responsible for providing students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop; and provide all district staff members with a safe, attractive, comfortable, clean and efficient place in which to teach and work.

DUTIES
1. Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times.
2. Takes note of all situations which might be considered hazardous to the safety and well-being of students and staff. Corrects the situation and reports the situation to immediate supervisor.
3. Regulates, heat, ventilations and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
4. Shovels, plows, salts or puts sand on walks, driveways, parking areas and steps as appropriate to promote the safety of students, staff and patrons.
5. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
6. Raises the United States flag (or asks for classroom assistance by students) at or before 8:10 A.M. on each school day and lowers it at or after 3:20 P.M.
7. Sweeps assigned areas/classrooms daily and dusts furniture.
8. Cleans corridors after school each day and during the day when their condition requires it.
9. Scrubs, cleans and disinfects assigned restrooms daily.
10. Cleans all drinking fountains in assigned area on a daily basis.
11. Washes all windows on both the inside and outside at least quarterly and more frequently if necessary.
12. Keeps the building and grounds free of rubbish through visual inspections on a daily basis.
13. Performs such yard keeping chores as grass cutting, tree trimming, flower bed weeding and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
14. Keeps all floors in a clean, safe and attractive condition and in a good state of preservation.
15. Strives constantly to promote the safety, health and comfort of the students and employees.
16. Cleans all chalkboards/whiteboards at least twice a week or more if necessary.
17. Maintains records as are required.
18. Makes such minor building repairs as he is capable of.
19. Reports major repairs needed promptly to their supervisor.
20. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
21. Reports immediately to their supervisor or the building principal any damage to school property.

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22. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and their attendance is required.
23. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows (in unattended rooms) are secured and all lights, except those left on for safety reasons, are turned off.
24. Keeps an inventory of supplies, equipment and fuel on hand, and requisitions such needed replacements from immediate supervisor or administration far enough in advance so that they may be delivered in such time as will not hinder the custodian in their duties.
25. Conducts an ongoing program of general maintenance, upkeep and repair.
26. Moves furniture or equipment within buildings as required for various activities and as directed by their immediate supervisor and/or the principal.
27. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
28. Paints and repairs as needed.
29. Sets up and cleans stages, bleachers, seating and other equipment for events.
30. Sweeps, mops, strips, waxes, and polishes floor finishes using manual or electronically powered equipment.
31. Conducts periodic inspections and tests of all electrical installations in the school, including emergency lighting, to ensure their safe condition.
32. Promotes positive public relations between the school and community.
33. Provides for security of school property by working with the Board designated alarm company.
34. Coordinates District’s recycling program by periodically emptying recycling containers in classrooms and offices, then taking recycled products to appropriate containers.
35. Performs any other reasonable cleaning, maintenance and/or security task as determined and assigned by the Director of Maintenance/Supervisor of Custodians and/or the administration.

QUALIFICATIONS
1. High School diploma or equivalent required.
2. Must possess a valid driver’s license.
3. General knowledge of cleaning supplies and equipment.
4. Ability to understand and follow basic oral and written instructions.
5. Ability to be on your feet for long periods of time.
6. Enforce school regulations and policies in a professional manner.
7. Ability to maintain good working relationships with fellow employees and pupils.

ESSENTIAL PHYSICAL REQUIREMENTS:
1. Lifting, pulling, pushing and moving items (some in excess of 100 pounds) on an occasional basis
2. Lifting, pulling, pushing and moving items (20 to 40 pounds) on a regular and repetitive basis
3. Emptying trash cans and carts on a regular and repetitive basis (between 5 and 40 pounds)
4. Carrying/moving scrub buckets containing up to 3 gallons of water (24+ pounds)
5. Operating scrubbers and buffers (electric, propane, etc) up to 24” diameter (requiring twisting, turning, pushing, pulling with significant upper body and arm use/strength)
6. Dry mopping floors on a nightly basis and wet mopping spills and soiled areas on an as needed basis (requiring twisting, turning, pushing, pulling with moderate upper body and arm use/strength)
7. Must be able to work inside and outside in extreme heat/cold weather.
8. Reaching on a regular and repetitive basis over head and below knees.

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9. Removing marks, dirt, gum, etc as needed requiring stooping, kneeling, bending action on a regular and repetitive basis
10. Cleaning restroom surfaces on a daily/regular basis requiring stooping, kneeling, bending and hand scrubbing of all surfaces
11. All tasks require extensive use of hands including repetitive gripping, grasping, lifting, manipulation of tools, etc. and the ability to ambulate independently and lift significant weight and sized items.
12. Must be able to climb and work off of a ladder.

SCHEDULING
This position requires an 8.5 hour shift with a half-hour, duty-free, unpaid lunch. The time of the shift will be determined by the district administration. The schedule is subject to change with district demands. Overtime is required when requested.