

DUTIES -- CUSTODIAL HELP AT ALL BUILDINGS

Employees in the categories captioned above shall work under the direction of the custodian in charge of the building, in the performance of the following maintenance and cleaning duties:

1. General cleaning of the building.
2. Periodically servicing of grease traps.
3. Minor painting of rooms and equipment.
4. Minor repairs, such as broken windows, replacing hardware, fixing desks, freeing windows, replacing faucet washers.
5. Mopping, dusting and cleaning of buildings.
6. Scrubbing floors and woodwork.
7. Cleaning of restrooms and replacing lavatory supplies.
8. Washing windows.
9. Replacing electric light bulbs.
10. Polishing, cleaning and moving of furniture.
11. Vacuuming and sweeping and shampooing of carpets.
12. Cutting grass in immediate vicinity of buildings.
13. Lining and marking ground for P.E. activity.
14. Picking up of trash and paper on the grounds in immediate vicinity of building.
15. Removing of snow from walks at front of building and entrance.
16. Participating in summer work.
17. Setting up rooms and special areas as designated by principal.
18. Assisting Head Custodian with maintenance problems.
19. Reporting to Head Custodian with maintenance problems.

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20. Locking of building when not in use
21. Seeing that building is ready for use as needed.
22. Generally seeing that building is clean and in good repair.
23. Receiving of freight and supplies delivered to their building.
24. Assist food personnel in lunch room at elementary.
25. Any other duties as may be directed by the Head Custodian.

PART-TIME, FULL-TIME AND SUBSTITUTE CUSTODIAN
JOB DESCRIPTION

Shall work under the direction of the night lead custodian with primary direction from the head custodian in the following duties:

1. General cleaning of building.
2. Minor painting of rooms and equipment.
3. Minor repairs, pencil sharpeners, tightening screws and nuts, shutting off water to leaks, taping broken windows. Use good judgment.
4. Replacing electric light bulbs.
5. Participating in summer work.
6. Setting up special areas for activities.
7. Reporting problems to night lead.
8. Any other duties as may be directed by the head custodian.

Reference material used to set up this handbook , came from:
The "New" Good School Maintenance, published by Illinois Association of School Boards.