TITLE: **CUSTODIAL ASSISTANT**

QUALIFICATIONS: Must pass physical exam
Must demonstrate aptitude or competence for assigned responsibilities
Must follow all rules and regulations set forth by administration

REPORTS TO: Building Principal

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop

PERFORMANCE RESPONSIBILITIES:

1. Reports for duty during student attendance days to the Building assigned.
2. Cleans/disinfects common surfaces repeatedly throughout the school day such as door knobs/handles, light switches, desks, countertops, etc.
3. Disinfects drinking fountains, toilet floors and all sanitary fixtures repeated throughout the school day.
4. Sweeps and wet mops as needed and directed.
5. Empties trash as needed and directed & complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
6. Keeps building and premises, and play areas neat and clean at all times.
7. Shovel, salt walks, driveways, parking areas and steps as appropriate.
8. Reports major repairs needed to the Custodian on duty.
9. Reports immediately to the Custodian any damage to school property.
10. Moves furniture or equipment within buildings as required for various activities and as directed by the Building Principal.

TERMS OF EMPLOYMENT: 176 Student Attendance Days during school year, 8 hours per day. **This position is not part of the Custodial Bargaining unit, shall receive the same hourly pay rate as other substitute custodians but is eligible for appropriate benefits such as insurance and IMRF participation.**

EVALUATION: Performance of this job will be evaluated quarterly.

Approved: