

PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-089

DATE: February 6, 2019

POSITION DESCRIPTION

Job Title

EVENING CUSTODIAN

Location:

District

Job Description:

See Reverse

Terms:

12 month position

Hours:

8 hours per day - evening shift

Salary:

\$11.75 - \$12.43 per hour plus evening stipend (\$.25/hr)

Qualifications Required:

- *Superior work habits and ethics – self-motivated**
- *Ability to work well with students, faculty & staff**
- *Ability to work independently**
- *Ability to perform duties as outlined**

Contingent Upon:

Board approval

Closing Date for Application:

February 13, 2019 or until filled

Print Application and Submit to:

**www.ecusd7.org/departments/personnel
Application/Forms; Classified**

**Dr. Nancy Spina
Assistant Superintendent/Personnel
Edwardsville Community Unit School District 7
708 St. Louis Street
Edwardsville, IL 62025**

The Edwardsville Community Schools offer employment without regard to race,
Color, creed or religion, age, sex, national origin, or handicap

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CUSTODIAN AND ASSISTANT HEAD CUSTODIAN JOB DESCRIPTION
EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Sweeps, mops, waxes, and polishes floor finishes using manual or electrically powered equipment
2. Dusts and polishes desks, chairs, shelves, equipment, brass ceiling and gymnasium lights, louvers, & other building furniture
3. Cleans lavatories and restrooms using required detergents and sanitary materials
4. Cleans chalkboards, erasers, equipment, trophy cases, and other fixtures and arranges them in a neat and orderly condition
5. Empty waste containers, gather trash and litter, and place it in proper disposal containers
6. Unlocks and locks assigned buildings at designated times, checks them for safety and security, and in case of irregularities notifies proper authorities and takes emergency measures as required
7. Washes all glass including windows, partitions, framed pictures and door glass
8. Performs other tasks common to building sanitation and cleanliness
9. Moves and stores furniture, supplies, and miscellaneous equipment as needed
10. Removes snow from steps, walks, and drives as needed
11. Reports items that require major repair to supervisor
12. Participates in setting up and cleaning stages, bleachers, seating, and other equipment for special school events
13. Assists in setting up and cleaning bleachers and other tasks necessary for gymnasium use as required
14. Assists in repairs and adjustments to school building and equipment
15. Has excellent relationships with other employees and practices superior work habits
16. Maintains a positive attitude and has excellent attendance and promptness
17. Highly dependable and maintains a high level of personal fitness
18. Uses sound judgment and produces an excellent quality of work
19. Can adapt when necessary and is of sound and moral character and background
20. Cleans wrestling mats with proper disinfectants
21. Empties waste containers and gathers trash on grounds around outside of buildings
22. Other duties necessary to the position as assigned by Supervisor/Administrator
23. Assists in mowing and trimming of grounds as directed

ADDITIONAL RESPONSIBILITIES OF ASSISTANT HEAD CUSTODIAN:

1. Report daily to head custodian
2. Paint and repair as needed
3. Close windows and turn off lights, lock and secure doors, and set alarm
4. Haul trash outside and place in dumpster
5. Assist in pulling bleachers, cleaning of bleachers, and other necessary tasks for gymnasium use
6. Burnish hallways
7. Make necessary repairs to building equipment
8. Check boilers
9. Perform all other duties necessary to the position, and any duties assigned by the immediate supervisor

MINIMUM QUALIFICATIONS:

1. Superior work habits and ethics- self-motivated
2. Ability to work well with students, faculty and staff
3. Ability to work independently
4. Ability to perform duties as outlined

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 (**40 to 60 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. Reaching on a regular and repetitive basis over head and below knees.
8. Removing marks, dirt, gum, etc as needed requiring stooping, kneeling, bending action on a regular and repetitive basis
9. Cleaning restroom surfaces on a daily/regular basis requiring stooping, kneeling, bending and hand scrubbing of all surfaces
10. 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.