PERSONNEL VACANCY
Edwardsville Community Unit School District #7

FY: 20-027
DATE: August 27, 2019

POSITION DESCRIPTION

Job Title

CUSTODIAN

Location: Lincoln Middle School

Job Description: See Reverse

Terms: 12 month position

Hours: 8 hours per day

Salary: $11.85 - $12.56 per hour

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: September 3, 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

PLEASE POST
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. 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
6. Washes all glass including windows, partitions, framed pictures and door glass
7. Performs other tasks common to building sanitation and cleanliness
8. Removes snow from steps, walks, and drives as needed
9. Maintains a positive attitude and has excellent attendance and promptness
10. Has excellent relationships with other employees and practices superior work habits
11. Uses sound judgment and produces an excellent quality of work
12. Can adapt when necessary and is of sound and moral character and background
13. Cleans wrestling mats with proper disinfectants
14. Other duties necessary to the position as assigned by Supervisor/Administrator

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/regural 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.

Approved 11/17/09