School District 145 - Waverly
Human Resources

Job Title: Custodian

Location/Department: District

FLSA Status: Non-Exempt

Physical Class: Medium Duty

Number of Workdays: 12 month

Terms of Employment: At Will Position

Employment Classification: Regular

Evaluation: Completed by the Building Principal or Designee

It is the policy of District 145 to not discriminate on the bases of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical conditions, or other protected status in its educational programs, admission policies, employment policies, or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Director of Human Resources.

Requirements

Education Level Certification: High school degree or GED. Custodial and maintenance experience preferred.

Essential Functions: The essential functions of the Custodial position include:

1. Regular, dependable in person attendance on the job.
2. The ability to perform the identified tasks and performance responsibilities listed below.
3. The ability to perform the following physical requirements.

Job Overview: A School Custodian is responsible for maintaining cleanliness, safety, and general upkeep of school facilities. This role ensures that the school environment is clean, healthy, and conducive to learning.

Key Responsibilities:

Cleaning:

- Sweep, mop, and vacuum floors in classrooms, hallways, restrooms, and other areas.
- Clean windows, doors, and walls as needed.
- Empty trash and recycling bins regularly.
- Clean restrooms, including disinfecting toilets, sinks, and replenishing supplies.
- Dust and clean furniture, fixtures, and other surfaces.
- Clean and maintain common areas such as the cafeteria, gymnasium, and hallways.

Minor Repairs and Maintenance:

- Perform routine maintenance checks and tasks such as changing light bulbs and air filters.
- Report major maintenance issues or repairs to the Grounds and Maintenance department through the electronic maintenance ticket system.

Safety and Security:

- Remove snow and ice from sidewalks and entryways in accordance with district snow removal plans.
- Ensure safety standards are met by inspecting equipment and the premises regularly.
- Ensure building grounds are locked and secure at the end of each shift.
- Assist in emergency cleanup (e.g., spills or accidents) in a timely manner.

Inventory and Supply Management:

- Maintain an inventory of cleaning supplies, chemicals, and equipment.
- Reorder supplies as needed and ensure proper storage of materials.
- Properly handle and store cleaning chemicals in accordance with safety guidelines.

Additional Duties:

- Attendance may be required on weather cancellation days to assist with snow removal.
- Assist with moving furniture or setting up spaces for special events or meetings.
- Collaborate with other custodial staff and school personnel to ensure smooth daily operations.
- Perform other duties as assigned by the school administration or supervisor.

Physical Requirements **Custodian** **E - Essential** **NE - Non:Essential**	Item is not a requirement of the job	Occasional - up to 33% of time	Occasional/Frequent - up to 33% of time	Frequent - between 34% - 66%	Continuous - over 66% of time
	NE	NE	E	E	E
Stamina					
1. Sitting				X	
2. Walking				X	
3. Standing				X	
4. Sprinting/Running	X				
Flexibility					
5. Bending or twisting at the neck more than the average person			X		
6. Bending or twisting at the trunk more than the average person			X		
7. Squatting/Stooping/Kneeling			X		
8. Reaching above the head			X		
9. Reaching forward			X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)			X		
12. Hand/grip strength				X	
13. Driving on the job	X				
14. Typing non-stop		X			
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a jar lid)				X	
16. Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements					
17. Lifting up to 10 pounds					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead			X		
18. Lifting 11 to 25 pounds					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
19. Lifting 26 to 50 pounds					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
20. Lifting 51 to 75 pounds					
Floor to waist		X			
Waist to shoulder		X			

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned department or school.

Shoulder to overhead	X				
21. Lifting 76 plus pounds					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds				X	
24. 51 to 75 pounds				X	
25. 76 to 90 pounds			X		
26. Over 90 pounds			X		
Carrying					
27. 10 to 25 pounds				X	
28. 26 to 50 pounds				X	
29. 51 to 75 pounds			X		
30. 76 to 90 pounds		X			
31. Over 90 pounds		X			