



Custodian/Night

Assignment:	12-month IMRF
FLSA Status:	Not Exempt
Location:	East or West Leyden
Terms of Employment:	12-Month Year
Wages:	As outlined in Leyden Service Employees Contract
Evaluation:	Board policy on Evaluation of Maintenance Personnel
Reports to:	Foreman and Supervisor of Buildings and Grounds
Hours:	3:30 p.m. to 12:00 a.m. 7:00 a.m. to 3:30 p.m. during spring, summer, and winter breaks.

Essential Job Functions:

- Ability to speak in a clear and understandable manner and write legibly.
- Ability to lift in excess of 100 pounds.
- Ability to stand or walk for the entire workday.
- Ability to work at various heights.
- Ability to work in confined areas.
- Ability to be available for emergency situations.
- Ability to be aware of the security of the students, staff, and school property.
- Ability to meet daily attendance requirements.
- Ability to be available for overtime assignments.
- Must have a valid driver's license.

Performance Responsibilities

- Assist maintenance as directed.
- Assist in snow removal.
- Participate in the general cleaning and maintenance of the school building as per custodian work schedule.

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- Requisition and receive supplies and equipment from foremen and maintain necessary inventories.
- Assume responsibility for the general fire safety of the building.
- Perform emergency repair or cleaning services as necessary.
- Make such minor building repairs as one is capable.
- Report major repairs needed promptly to a foreman.
- Report immediately to a foreman any damage to school property.
- Remain on the school premises during school hours, and during non-school hours when the use of the building has been authorized and attendance is required by the foreman.
- Assume responsibility for the opening and closing of the building and for determining, before leaving, that all doors and windows are secured and lights, except those left on for safety reasons, are turned off.
- Comply with safety laws and procedures for the storage and disposal of refuse.
- Maintain all cleaning equipment which you are responsible for using.
- Perform duties as assigned by the foremen and/or Supervisor of Buildings and Grounds.
- Hours are subject to change to meet the needs of the District.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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Reviewed and Agreed to by:

Employee Signature

Date

Revised: 7/8/20

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