

UNIT  
10

HAMILTON COUNTY  
COMMUNITY UNIT DISTRICT NO. 10

P.O. Box 369  
117 North Washington  
McLeansboro, Illinois 62859  
(618) 643-2328

VACANCY NOTICE

CLASSIFICATION: Full-Time Custodian

STARTING DATE: A mutually agreed upon date

RATE OF PAY: As per contractual agreement

QUALIFICATIONS: Custodial Cleaning/Building & Grounds Maintenance Skills/  
Mechanical Experience

APPLICATION  
PROCEDURE: Interested applicants must submit a completed **non-certified**  
application form (available at the unit office or on-line at  
[www.unit10.com](http://www.unit10.com)) to:

Jeff Fetcho, Superintendent  
Hamilton County Community Unit No. 10  
117 N. Washington  
P. O. Box 369  
McLeansboro, IL 62859

APPLICATION  
DEADLINE: Until filled

*In Search Of Excellence*

## **JOB DESCRIPTION**

- TITLE: Custodian
- QUALIFICATIONS:
1. Certification of good health signed by licensed physician.
  2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
  3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- TERMS OF EMPLOYMENT: 12 months: Salary as established by Board of Education.
- REPORTS TO: Principal/Director of Maintenance
- JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.
- PHYSICAL REQUIREMENT EXPECTATIONS:
- Ability to consistently lift, pull, or push 50 pounds [i.e., full trash bags, supply deliveries, equipment (yard work, vacuums, mop buckets, scrubbers, etc.), furniture, maintenance work, etc.]
- Ability to climb ladders safely and without restrictions.
- Ability to bend over as necessary to perform assigned duties.
- Ability to perform repetitive motion duties (i. e., scrubbing, wiping clean, mopping, sweeping, etc.)
- PERFORMANCE RESPONSIBILITIES:
1. All custodians shall be under the general supervision of the building principal. Each shall cooperate with other custodians and, as a member of the custodial staff, is expected to do the best job possible. The first impression the public has of our school system is the physical appearance of our buildings. Its appearance, both inside and out, is a direct reflection on the custodial staff.
  2. All rooms should be cleaned and dusted everyday school is in session or more often if necessary. Special care shall be given to cleanliness of drinking fountains, laboratories, and restrooms. Light bulbs should be replaced when burned out. The following specifics dealing with cleaning should be adhered to:

- A. Clean corridors after school each day and during the day when the condition requires it.
  - B. All waste receptacles shall be emptied and cleaned daily.
  - C. All office furniture, window sills and ventilators shall be hand dusted and cleaned regularly.
  - D. All moldings, ledges, chair rails, stair hand rails, baseboards and trim shall be dusted and damp dusted regularly.
  - E. Walls and doors shall be kept clean of finger marks, smudges and other marks.
  - F. All chalkboards shall be cleaned on a daily basis and washed once a week.
  - G. School grounds shall be kept mowed and maintained in an orderly and attractive manner.
  - H. Sidewalks shall be kept clean and trash picked up off playgrounds and lawns.
  - I. The flag(s) shall be raised at or before 8:00 a.m. on each school day (unless raining) and lowered after school has been dismissed.
3. Window washing, special maintenance or repairs should be done so as not to interfere with regular classroom operation.
  4. On days when school is in session, or building is occupied, the custodian on duty shall see that all exits are clear and in operation for immediate use in case of an emergency. Exit lights must be working at all times. The custodian shall notify the building principal immediately of any malfunctions, blockages, or obstruction of exits in building.
  5. If damage occurs or repair is needed to any part of the building or equipment, it is the duty of the custodian to protect the interests of the school, report it to the building principal and make repairs as appropriate.
  6. The custodian is charged to a great degree with the safety of the pupils and staff. It is his/her duty to be courteous and helpful to pupils and staff at all times. It shall be the duty of all custodians to report to the building principal, if necessary, any wrongdoing or disorderly conduct in and about the school premises.
  7. The custodian on duty shall give particular attention to the removal of snow and ice from sidewalks and steps surrounding the school building.
  8. The custodian on duty in each school shall be required to be in constant attendance during the school session and whenever the school building is occupied for public use, except in those instances when otherwise directed by the building principal. The custodian shall be responsible for the operation and condition of the building and he/she may not delegate this responsibility.

9. The custodian should comply with local laws and procedures for the storage and disposal of trash, rubbish and waste. No rubbish shall be allowed to accumulate in any part of the buildings.
10. The gymnasiums shall be cleared and cleaned as soon after a function as possible, preferably the same day or evening an event takes place.
11. The custodian assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
12. Requests for special custodial services, overtime, repairs, maintenance, etc., shall be submitted to the building principal or director of maintenance.
13. Custodians shall keep an inventory of supplies, equipment and fuel on hand. All requisitions for supplies, equipment, etc., shall be made to the director of maintenance and far enough in advance so that they may be delivered in such time as will not hinder the custodian in his/her duties.
14. Custodial equipment and repair tools shall be cleaned and returned to their proper place when not in use.
15. Custodians shall move supplies, furniture and/or equipment within buildings as required for various activities, as directed by the building principal or director of maintenance.
16. Custodians shall regulate lights, heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity. This may include ability to access and utilize computerized HVAC controls.
17. Maintain, on a regular schedule, all motor and other mechanical equipment requiring scheduled servicing and conduct periodic inspection and tests of all electrical installations to insure safety.
18. Custodians shall be responsible for such other duties as assigned by the building principal or director of maintenance.
19. If a custodian's assigned area fails to provide enough work to keep he/she busy, contact the building principal or director of maintenance.
20. Custodians are allowed one 15 minute break (designated area assigned by building principal) for every four hour shift and a thirty minute lunch period for full-time employees.
21. This job description is subject to revision at the discretion of the Board of Education.