

Wolf Branch School District #113
410 Huntwood Road
Swansea, Illinois 62226

Phone (618) 277-2100

District Fax (618) 235-2376 Elementary Fax (618) 277-9786 Middle School Fax (618) 277-5461

Dr. Nicole Sanderson, Superintendent
Mrs. Jennifer Poirot, Elementary Principal

Mrs. Lisa Brentlinger, Director of Student Services
Mrs. Jamie Cox, Middle School Principal

Position Title: PM Custodian

Reports to: Assistant Principal and/or Building Principal

FLSA Class: NON-EXEMPT

Effective Date: Immediate

SUMMARY:

The custodian shall provide an atmosphere which is safe and conducive to learning, maintain high standards of cleanliness, and perform minor, preventive maintenance on items of equipment. He/she shall bring to the attention of the Building Principal, Head Custodian, or Director of Maintenance any major problems which may require extensive work or special attention by an outside agency.

QUALIFICATIONS:

He/she shall meet any job requirements as stated in the local School Board policies or operating procedures as outlined by the Superintendent.

1. High School Diploma or equivalent required.
2. Must possess a valid driver's license.
3. Experience (preferred) in building maintenance and repair, carpentry, electrical, and plumbing.
4. Ability to understand and follow basic oral and written instructions.
5. Ability to be on your feet for long periods of time.
6. Basic understanding and experience with personal computers and programs.
7. Enforce school regulations and policies in a professional manner.
8. Ability to maintain good working relationships with fellow employees and students.
9. Ability to communicate to students, parents, and staff in a respectful/courteous manner.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Must be able to lift, push or pull objects up to 20-30 pounds on a regular and repetitive basis and lift, push or pull objects on an occasional basis of 40 or more pounds.
2. Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.
3. Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

TERMS OF EMPLOYMENT:

Union Positions: Employment in this position is contractual. Contractual benefits and salary information is outlined in the Collective Bargaining Agreement for the 2024-2027 school years. [Click here for more information.](#)

Twelve months per year. Overtime must be approved by the Superintendent. Salary determined by Board of Education-will be a competitive range of \$17.00/hr depending on years of service experience and certifications.

Portion of Board Paid IMRF Contributions

Board Paid Individual Health Insurance

Vacation Days

Sick Leave

Sick Leave Bonus

Personal Days

Further Terms of employment to be established by the Board of Education

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Daily mop, sweep, scrub, and vacuum floors.
 - a. Daily dust-mop, and spot wet-mop hallways and tiled classrooms.
 - b. Daily clean marks on tiled floors.
 - c. Daily vacuum carpeted floors.
 - e. Daily Zamboni Cafeteria floors.
 - f. Dust mop and wet mop hallways and stairs daily.
 - g. Dust mop the gym floor, stage, and bleachers.
2. Daily clean dry-erase boards (including trays).
3. Daily clean and sanitize classroom sinks and doorknobs.
4. Daily disinfect desks, counters, and tables.
5. Daily clean and sanitize restroom facilities (including toilets, urinals, sinks, counters, mirrors, floors, and partitions).
6. Daily assess, and if necessary, fill classroom towel and soap dispensers.
7. Daily assess, and if necessary, fill bathroom towel, toilet paper, and soap dispensers.
8. Daily empty refuse from interior waste containers and pencil sharpeners into the dumpster.
9. Daily clean, sanitize, and de-lime water fountains.
10. Weekly clean - wall, floor, and ceiling - air vent covers in rooms and hallways.
11. Weekly buff hallways.
12. Weekly clean baseboards.
13. Weekly wash all interior glass, including partitions, framed pictures, doors, etc. (*Interior entry windows should be cleaned daily.*)
14. Weekly dust window ledges and blinds.
15. Weekly empty refuse from exterior trash barrels into the dumpster.
16. Weekly clean custodial closets.
17. Wash and/or clean exterior windows, as needed, or as instructed by the Building Principal or District Custodial Supervisor. (*Exterior entry windows and door glass should be cleaned daily.*)
18. Assist in all procedures that maintain building security throughout all hours to ensure improper entries.
19. Clean marks on walls as needed.
20. Move furniture, supplies, and miscellaneous equipment as directed by the Building Principal or District Custodial Supervisor.
21. Remove leaves from gutters, parking lots, flower beds, etc. as needed, or as instructed by the Building Principal or District Custodial Supervisor.
22. Assist in maintaining flower beds as instructed by the Building Principal or District Custodial Supervisor.
23. Sweep or shovel snow from building steps and walks, and clean parking lots. (Some of these services may be contracted.)

24. Lock and unlock doors to buildings, classrooms, and offices as directed by the Building Principal or District Custodial Supervisor.
25. Setup before, and cleanup after, evening events as directed by the Building Principal or District Custodial Supervisor.
26. Change light bulbs as needed.
27. Perform minor maintenance as directed by the Director of Maintenance.
28. Assist in the maintenance of the exterior of building and grounds. (Some of these services may be contracted.)
29. Provide all services for sustainable maintenance of carpet floors, tiled floors, concrete floors, and resinous floors, including floor surface renovation.
30. Perform summer cleaning, painting, minor maintenance and repair work as directed by the Building Principal or District Custodial Supervisor.
31. Report to the Building Principal or District Custodial Supervisor any major item of maintenance, repair, or damage.
32. Report to the Building Principal any evidence of vandalism or theft.
33. Upon assignment, report to the facility to silence building security/fire alarms.
34. Take care of property and equipment as if it were your own.
35. Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
36. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
37. Helps to remove snow where appropriate.
38. Checks daily to ensure that all exit doors are open and all panic bolts are working properly.
39. Surveys classrooms daily and dusts and polishes appropriate furniture, files, bookcases, and window sills.
40. Sets up, arranges, and removes decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
41. Perform other duties and assume other responsibilities assigned by the Building Principal and/or Building

SAFETY AND SECURITY OF THE BUILDING:

1. The custodian should check each evening to see that windows are closed and exterior and interior doors are locked and secured, lights are turned out, and night lights are working properly.
2. The custodian shall conduct periodic safety inspections and report immediately to the Building Principal or Director of Maintenance any potentially unsafe conditions, equipment, or facilities.

MISCELLANEOUS:

1. The Custodian should be familiar with the procedures for shutting off all the utilities in the event this is necessary.

ESSENTIAL PHYSICAL REQUIREMENTS:

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:

- Must be able to lift, push or pull up to 35 pounds on a regular repetitive basis and over 65 pounds on an occasional basis.
- Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis.

- Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties.

ADDITIONAL SKILLS:

1. Well organized, maintains confidentiality, and attention to details
2. Knowledge of school environment
3. Knowledge of parliamentary procedure
4. Demonstrate experience and proficiency with technology
5. Have excellent relationships with administration, employees, students, parents, and the public
6. Maintain a positive attitude
7. Use sound judgment
8. Have excellent attendance and promptness
9. Highly dependable and trustworthy
10. Adaptable when necessary

EVALUATION:

Annually by: Assistant Principal and/or Building Principal

INTERESTED PARTIES

Please submit the following information ASAP–Job will remain open until filled:

1. Cover letter noting current position, educational background and professional experience
2. Updated resume with IEIN number to verify certification
3. Updated list of 3-5 references (personal and professional)
4. *Transcripts only need to be submitted upon request.

Please submit information to: Mr. Josh Johnson - jjohnson@wbsd113.org