**Regional Office of Education #1**

**Job Description**

**Job Title:** Custodian

**Qualifications:** General knowledge of basic cleaning, repair and maintenance of a school building

**Employer:** Regional Office of Education

 507 Vermont Street

 Quincy, IL 62301

**Reports To:** Administrator and/or Building Supervisor and Director of Maintenance

**Terms of Employment:** Salary and work year to be established by the Regional Superintendent.

**Evaluation:** Depending on the employee’s position and classification, Regional Office of Education #1 endeavors to review performance annually.

**General Summary:** To maintain the assigned school building in a condition of operating so that full

 educational use of all facilities may be made.

**Knowledge and Abilities:**Knowledge of:

1. Basic cleaning methods, procedures, and techniques
2. Cleaning materials, supplies, and equipment
3. Safe working methods and procedures

Ability to:

1. Efficiency and effectively use of cleaning materials, supplies and equipment
2. Understand and carry out oral and written directions
3. Establish and maintain cooperative working relationships
4. Work independently

**Roles and Responsibilities:**Cleaning Duties:

1. Sweep, mop, strip, wax, and seal floors; vacuum and shampoo rugs and carpets
2. Dust, wash, and polish furniture and woodwork
3. Empty and clean waste receptacles
4. Clean restrooms
5. Wash windows and walls, polish metal work, clean chalkboards and whiteboards
6. General cleaning of classrooms, hallways, kitchen/cafeteria areas, gym area, teacher work areas, and office areas
7. Perform other related duties as assigned

General Duties:

1. Enjoy, welcome, and initiate positive contact with students, teachers, staff members, and visitors to the assigned school
2. Maintain an inventory and recommend purchase of suitable supplies, tools, and equipment
3. Lock and secure the assigned building when leaving
4. Inspect District property and observe activities on District property for unsafe conditions which may lead to injury; correct any unsafe practices and conditions and to report all other potential safety hazards to their supervisors
5. Work with supervisors to develop and maintain a program of safe conditions and practices for the welfare of the students, faculty, employees, volunteers, visitors, and other invitees
6. Inspect office areas and equipment to ensure that any hazards are removed or reported
7. Perform all other duties necessary to the position and such other duties as may be assigned by the administrator