



## City of St. Charles School District

### STUDENT CUSTODIAN

Reports to:	Building Administrator/Supervisor
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	School Nights: 4 hours max, not past 8:00 p.m. School Breaks: up to 40 hours/week.
Evaluation:	Performance in this position will be evaluated regularly by the building principal/supervisor in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education. Substitute custodian pay rate.

#### **JOB SUMMARY:**

The Custodian keeps the district buildings in such a state of operating excellence that they present no problems or interruptions to the educational program. The Custodian performs assigned custodial duties and repairs and receives supervision from the Building Administrator and, if applicable, the Lead Custodian. Student work should never be given keys to offices, classrooms, or buildings. 2 Student-workers at each school. Student workers are not to use equipment other than a vacuum.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Keep building, premises and entryways, including stairways, sidewalks, driveways and play areas, neat and clean at all times.
- Keep the grounds free from trash and litter.
- Graffiti removal as needed.
- Maintain play areas to ensure a clean, safe and attractive environment.
- Wash windows.
- Report immediately to the lead custodian/supervisor any damage to school property and any repairs needed.
- Load/unload storage of deliveries and supplies.
- Move furniture or equipment within buildings as required for various activities and as directed by the principal.
- Maintain a neat, clean personal appearance and wear district uniforms at all times when performing custodial duties.
- Assist with building function set-up as well as clean up afterward. Make sure the building is secure after the event has ended.
- Perform other duties as assigned by the principal, and his/her designee.
- Possess the ability to effectively communicate, verbally and in written form, with administrators, staff and the community as needed.
- Maintains confidentiality.
- Complete District training.

**SUPERVISORY RESPONSIBILITIES:**

Not Applicable.

**QUALIFICATIONS AND REQUIREMENTS:**

*The custodian should demonstrate the ability to perform the tasks listed. Must complete assigned tasks in accordance with established time and quality control guidelines. The employee must be currently enrolled in a City of St. Charles School District High School and be at least 17 years old with a school attendance rate of no less than 85%.*

**EDUCATION AND/OR EXPERIENCE:**

- Experience and Training as necessary to complete job

**COMMUNICATION SKILLS:**

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of the position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- Ability to pass written and physical tests that are directly related to the position
- Ability to establish and maintain effective working-relationships with students, staff and the community.
- Ability to perform duties in full compliance with all district requirements and Board of Education policies.
- Ability to read and comply with labels and safety warnings on cleaning agents and hazardous materials.
- Ability to perform strenuous physical activity related to custodial duties.
- Ability to work under minimal or no supervision - be an effective, self-starter.
- Ability to understand and follow both written and oral directions.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of the position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks.

- Ability to promote harmonious working relationships with staff and outside business representatives.
- Possesses oral and written communication skills consistent with the duties of this position.
- Possess interpersonal relationship skills consistent with the duties of the position.

**PHYSICAL DEMANDS:**

*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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

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

Student Custodian  
2024-2025