



Peru Elementary School District 124

<small>Northview Elementary School 2100 Plum Street Peru, Illinois 61354</small>	<small>School District Office 1000 Church Street Peru, Illinois 61354</small>	<small>Parkside Middle School 1000 Church Street Peru, Illinois 61354</small>
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815-223-1111

www.perued.net

Custodial Employee Job Description

Qualifications - The Custodian is responsible for performing custodial services to ensure a clean, sanitary and safe environment for all students, staff and visitors within the school buildings and on school grounds. The Custodian must be able to manage multiple tasks, maintain excellent attention to detail and have reasonable fitness to be able to perform the physical tasks and job competencies, duties and responsibilities.

Classification – Non-Certified Staff

Work Days and Hours – 260 days per year, 8 hours per day, per the Collective Bargaining Agreement.

Reports to – Principal and Assistant Principal

Evaluation – Annually or otherwise requested by the Administration

Duties and Responsibilities – Duties and responsibilities for the Custodian include but are not limited to:

- handling and managing cleaning supplies, materials and chemicals for the comprehensive cleaning, disinfecting and physical appearance of all assigned areas, while following all safety guidelines and Material Safety Data Sheet requirements
- adhering to safety practices while performing functions requiring physical demands including lifting, carrying or moving objects weighing up to 50 pounds, stooping, kneeling, climbing, loading and unloading while using proper body mechanics for the purpose of preventing injuries to self or others
- handling and operating all equipment and tools properly and safely
- conducting routine preventative maintenance and reporting maintenance and safety concerns to the appropriate personnel regarding the buildings, grounds and equipment, including hazardous conditions which could endanger persons or property
- conducting risk management functions including taking necessary and reasonable life safety precautions to protect self, students, employees, visitors, physical property, equipment, materials and facilities
- reporting unauthorized or suspicious persons on or adjacent to school property
- providing coverage, set up, tear down and building security for activities and events
- providing cartage and errand services as required to local businesses, post offices, organizations and between and among local schools
- replenishing classroom, office and restroom supplies (including copy paper, paper towels, toilet paper and soap dispensers) to provide an adequate daily supply
- performing snow removal and salt dispensing duties in parking lots, drives and

walks

- standing and walking on concrete and tile floors for extended periods of time
- conducting weekend or holiday boiler and building checks on a rotational basis
- securing facility and grounds (including doors, gates, alarms and lights) for the purpose of minimizing property damage, equipment loss and potential liability
- maintaining effective and professional communication with co-workers, supervisors, administrators, staff members, students and parents
- performing basic math and computer skills, communicating via email and texts, understanding written procedures, documenting vital information and providing verbal or written reports as needed
- performing specified job duties effectively and efficiently, including additional duties as needed or assigned

Hours: 9:30am-6:00pm.

Hourly Rate: \$17.90 + Shift Differential Per Custodial Service Workers Contract

Start Date: July 1, 2023

To Apply:

Send Letter of Interest and Resume to jcraven@perued.net

or mail to:

Peru Elementary School District

Attn: Richard J. Craven

1800 Church Street

Peru, IL 61354

Application Deadline: June 23, 2023