

SUBSTITUTE CUSTODIAN.

This substitute position will work after all home basketball games and as needed during the school year.

Minimum Qualifications:

- Able to read, understand and follow oral and written communications and work schedules.
- Proven ability to work independently.
- Proven ability to understand labels on chemicals and supplies including the ability to mix solvents at the proper concentration level.
- Flexibility to adjust work schedule to meet the needs of the assigned building, staff and community users. Able to take care of scheduled and non-scheduled cleaning activities and job-related tasks.
- Physical ability and stamina to do the work normally required and expected of a school custodian. Able to safely lift and regularly carry loads up to 50 pounds. Ability to work on ladders and in high places as needed and as required by the work of a custodian.
- Have reliable transportation.

Desired Qualifications:

- Formal training that focuses on school safety and accident prevention
- Prior experience in an education support position
- Prior training in commercial cleaning methods
- Prior custodial experience

Duties and Responsibilities:

- Use power equipment and hand tools such as broom, mop, squeegee, buffer, polisher and vacuum as required to accomplish cleaning and general maintenance tasks. Use cleaning chemicals and supplies as needed to accomplish a wide variety of cleaning tasks. Maintain floor, walls, carpets and furniture in a clean and sanitary condition. Do minor maintenance on school equipment and cleaning equipment.
- Clean and sanitize toilet/shower rooms and fixtures.
- Empty wastebaskets and trash containers inside and outside the building, clean whiteboard trays, dust furniture and other vertical and horizontal surfaces, sweep, mop and polish/wax floors.
- Replace light bulbs, clean light fixtures; stock tissue and other restroom dispensers.
- Set up and remove furniture as required.
- Open buildings and prepare for use; secure and close up school facilities and maintain building security when facilities are not in use. Check for unlocked doors and unauthorized users, check security systems.
- Wash windows, may occasionally paint school facilities. May work with other custodial and maintenance staff in various school facilities to accomplish related cleaning and moving tasks as needed.

- Clean sidewalks, entryways, parking areas, playground areas and help maintain campus grounds. Maintain school entryways in a safe condition during ice and snow conditions.
- May assist with school site safety inspections and safety committees. Report, in writing, safety related concerns and request for repair of school facilities and equipment.
- Other related duties as assigned by supervisors.

Working Conditions:

Work is typically performed in and around school buildings and includes tasks generally associated with institutional cleanings. Students, staff, parents and community members are generally present. Activities typically involve walking, standing, bending, reaching, kneeling, pushing, and pulling for extended periods of time. Work activities may also require climbing a ladder as well as cleaning and reaching overhead. Daily duties involve use of cleaning substances, their mixing, and application. The work environment may be noisy and unpredictable. Work may be frequently interrupted. Schedules and work demands may change frequently.