

Frenchtown School District

JOB DESCRIPTION

Substitute Custodian

QUALIFICATIONS:

1. Minimum of High School Diploma or GED
2. Demonstrated ability to read and follow directions correctly
3. Demonstrated problem solving skills
4. General knowledge of accepted cleaning and maintenance methods and techniques
5. Knowledge and ability to use appropriate custodial cleaning/maintenance equipment
6. Demonstrated knowledge/practice of safety rules and procedures
7. Demonstrated ability to lift loads up to 50 pounds on a regular basis.
8. Ability to organize and maintain assigned area with little supervision
9. Other qualities as deemed necessary

PERFORMANCE RESPONSIBILITIES:

1. Punctuality: Arrives at work on time, leaves at end of shift
2. Carries out tasks within assigned time schedule
3. Works well with co-workers, certified staff, students and assists faculty members as requested to include positive responses to cleaning and maintenance requests
4. Is a self-starter that works well without supervision, "sees" things that need to be done
5. Assumes responsibility for general security of building and equipment
6. Keeps assigned areas neat and clean at a level acceptable by District standards: Cleans classrooms thoroughly on a regular basis to include sweeping, mopping, vacuuming, dusting furniture and ledges, cleans sinks, empties wastebaskets, cleans windows, cleans chalkboards, and other areas
7. Is safety conscious and reviews premises for safety standards in regard to staff, students, and public
8. Keep school buildings and grounds free from hazards and attractive nuisances which threaten the safety of students, staff, faculty and patrons
9. Reports damage or vandalism to school property to building principal immediately
10. Reports major or minor repair needs to supervisor
11. Be flexible in job assignments as determined by supervisor
12. Other duties as assigned by supervisor, lead custodian, building principals

IMMEDIATE SUPERVISORS: Maintenance/Custodial Supervisor, Lead Custodian and Building Principals

TERMS OF EMPLOYMENT: Current substitute salary rate. No other benefits.

It is the prerogative of the District to assign staff so as to best meet the needs of the District.