

Kingston Community Schools

Posting: Substitute Custodian

Title: Sub Custodian

Reports to: Head of Maintenance/Supt.

Supervises: None

Wages: \$12.00 an hour

Benefits: None

Posting: September 20th, 2021 Until Filled

General Summary

We are looking for a few people to serve in the capacity of (Substitute) Custodian. This person(s) has the primary responsibility for cleaning in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules. Areas to be cleaned but not limited to, the classrooms, kitchen, office areas, bathrooms, storage areas and entrances. The custodian may also be responsible for performing additional duties not stipulated below as needed. These additional duties may include general building and grounds maintenance, etc.

Essential Functions:

1. Follows and completes daily, weekly and monthly cleaning schedules. These duties include:
 1. Collects and bags all garbage, placing the tied bags in a closed dumpster.
 2. Disinfects and cleans garbage and trash cans, and changes bags daily.
 3. Washes and sanitizes bathroom fixtures daily with germicidal solution.
 4. Using a germicidal solution, wet mops all washable floors daily including kitchen, bathroom, office and classroom.
 5. Washes bathroom, kitchen, classroom and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
 6. Vacuums all carpeting daily.
 7. Sweeps and clears entrance spaces, daily.
 8. Dusts, washes and sanitizes other surfaces as specified in schedule.
 9. Performs other cleaning duties as specified in schedule.
 10. Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
 11. Changes light bulbs, as needed.
2. Reports the following to the head of maintenance, or designated staff person:
 1. Presence of animals, vermin or insects.
 2. Need for cleaning supplies or equipment repair in advance.
 3. Water leaks, and other maintenance needs.
 4. All other health and safety hazards noticed.
3. Attends and participates in pre-service and in-service training.

4. Performs other duties as specified in job description addendum or as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Recommended Employment Qualifications

Education:

HS Diploma or Equivalent Required

It is preferred that the Custodian have training in the custodial field.

Experience:

Experience in the custodial field is desirable. Knowledge or willingness to learn proper cleaning methods. Knowledge of the challenges of working in a school climate. Effective oral communication skills.

Additional Requirements:

Must be able to comply with background checks, including criminal background checks as required by state and federal law. Ability to present a positive image of the organization to members of the community. Visual acuity within professionally determined normal ranges, with correction if needed. Manual dexterity sufficient to: manipulate cleaning supplies and equipment. Must have effective organizational, problem solving, and time management skills. Ability to learn and comprehend information from Procedures Manuals and other materials. Must be able to physically move through the building and classrooms. Ability to lift 55 pounds is required. Successful experience working as an effective member of a team. Must possess personal qualifications including: emotional maturity, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

Working Conditions:

Tasks that involve possible exposure to blood, bodily fluids or tissues. Tasks that involve handling implements or tools. This job involves standing for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. Must be able to withstand exposure to adverse weather conditions. Wearing of protective equipment, such as latex gloves, per OSHA regulations is required.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

Interested candidates must apply in writing to Matthew Drake Superintendent Kingston Community Schools % Jaime Pruett by email at jpruett@kingstonk12.org or to the following address:

Matthew Drake, Supt. Kingston Community Schools
5790 State Street
Kingston, MI 48741

Equal Employment Opportunity (EEO) Statement

Kingston Community School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

In addition to federal law requirements, Kingston Community School complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company/school has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.