



KIRKWOOD SCHOOL DISTRICT

Employee's Job Title	CUSTODIAN – SUBSTITUTE	
Compensation	Support Staff Salary Pay Grades	
FLSA Status	Non-Exempt	
Reports To	Head Custodian – Elementary School Head Custodian – Middle School Head Custodian – High School Lead Custodian Custodial Manager	
Job Purpose	In the absence of permanent custodian, cleans classrooms, offices, restrooms, and hallways, locks doors and secures building, sets up for special school activities and maintains school grounds in good working condition to ensure a safe and health environment for students, staff, and community.	
Education and experience requirements	High school graduation or equivalent required. One or more years equivalent or related experience.	
Physical effort required to achieve the functions of the job	Able to regularly lift and carry up to 100 pounds. Able to stand for extended periods of time. Able to effectively operate various cleaning tools. Able to stoop, bend, and climb as necessary to properly clean and perform general maintenance on school. Able to walk up to five miles per day. Flexible attendance is a necessary and essential function for this on-call position. Rarely absent or late unless the situation is of an emergency nature.	
Mental effort required to achieve the functions of the job	Establishes and maintains effective relationships with students, staff, and community. Must be able to communicate clearly both verbally and in writing. Must be able to effectively organize and prioritize work. Able to follow written and oral instructions. Must concentrate on multiple tasks simultaneously. Ability to work independently. Diffuses stressful situations with others. Makes a considerable contribution towards establishing positive relationships in all interactions. Positively develops cooperation of others. Consistently exceeds expectations in response to requests. Encourages teamwork and places the success of the team above individual gain.	
Working environment	Must work outside in varying, inclement weather conditions. Must be able to occasionally work from heights. Must work in cooled and uncooled buildings. Must be able to work flexible hours. Must be capable of performing strenuous work.	
Tools and equipment used on the job	Telephone, broom, dustpans, mops, towels, vacuum cleaners, shovels, cleaning chemicals and equipment, ladders, dollies, buffers, scrubbers, puddy knife, toilet plunger.	
Essential Job Functions		% of time
1	Cleans classrooms, bathrooms, hallways, offices and gyms; sweeps, mops and vacuums floors; dusts and polishes furniture; scrubs, cleans and disinfects toilets and sinks; washes and cleans door glass; inspects and repairs window shades; empties trash containers and pencil sharpeners; monitors and replaces paper products and soap as required; buffs and polishes floors; shampoos carpets; wipes and cleans office equipment; cleans walls, lockers, water fountains; scrapes chewing gum off floors, walls, lockers, chairs and tables.	45
2	Maintains the cleanliness of the property by picking up trash, removing graffiti from sidewalks, restroom stalls, and walls, dumping trash barrels cleaning entrance ways; shoveling snow, removing ice and salt from steps and walks; rakes and bags leaves.	40
3	Inspects and secures building; closes and locks windows and doors; monitors and turns out unnecessary lights; sets and checks alarms.	10
4	Prepares building and equipment for special activities, including setting up and tearing down equipment, making sure a/c and heat are working properly, cleaning tables and chairs, and vacuuming and mopping areas	5

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. But that the essential functions include but are not limited to the above and other job functions may be assigned by supervisor/administrator. The administration retains the right to add or change duties at any time without prior notification as needed.