



Job Title: Substitute – Custodian

Pay Grade: Based on position

Reports to: Director of Custodial Services

Dept./School: Assigned Campus

Revised: 2/15/2024

Primary Purpose:

The role of the Substitute Custodian is to clean and maintain district facilities using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

GENERAL INFORMATION

- Abilene Independent School District maintains a current list of persons qualified to serve as substitute custodians.
- Substitutes are contacted on an as-needed basis; therefore, it is impossible for the District to guarantee definite assignments or any frequency of assignments.
- Substitutes must understand that they have agreed to make themselves available to serve the District based upon the need of their services.
- **All substitutes must submit an online application.**
 - Please make certain to choose the “Substitute” application.
 - You will receive a confirmation email when your application has been received.

Qualifications:

Education/Certification:

- High School or GED preferred but not required

Special Knowledge/Skills:

- Ability to read and understand instructions for cleaning, maintenance and safety procedures.
- Knowledge of minor repair techniques, building and grounds maintenance.
- Ability to operate cleaning equipment and lift heavy equipment.
- Ability to properly handle cleaning supplies

Experience: None

PERFORMANCE RESPONSIBILITIES:

- Support board and administrative policies and decisions.
- Provide service beyond the expectations of our customers
- Perform other duties as assigned by the Supervisor/Lead Custodian

Supervisory Responsibilities: None

WORKING CONDITIONS:

- **TOOLS & EQUIPMENT:** All cleaning equipment
- **MENTAL DEMANDS:** Frequent interruptions
Maintain emotional control.

- **PHYSICAL DEMANDS:** Lift and carry over 45 pounds
Ability to stand for prolonged periods of time
Ability to sit, climb, balance, stoop, push, and pull.
Hear well
Speak clearly
Distinguish colors
Repetitive hand motions

ENVIRONMENTAL FACTORS: Exposure to communicable diseases

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.