

**ANTHONY WAYNE LOCAL SCHOOL DISTRICT**  
JOB DESCRIPTION

<b>Title:</b>	<b>SUBSTITUTE CUSTODIAN/DISTRICT DELIVERY</b>	<b>File 604s</b>
<b>Reports to:</b>	Custodial Supervisor, Maintenance Supervisors and School Principal	
<b>Job Objective:</b>	Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings. Provides a clean and sanitary environment for all building occupants.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma. Post-secondary training in a trade is desirable.</li><li>· Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.</li><li>· Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.</li><li>· Ability to establish working relationships with co-workers and function as part of a cohesive team.</li><li>· Commitment to keep current with workplace innovations that enhance personal productivity.</li><li>· Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).</li><li>· Successful completion of forklift operator training as a condition of employment. NOTE: The forklift is to be used for district deliveries only.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Performs custodial duties. Takes the initiative to perform routine responsibilities independently.</li><li>· Keeps the custodial supervisor and building engineer or principal informed about emerging issues.</li><li>· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.</li><li>· Refers district policy interpretation questions to administrators.</li><li>· Assists as needed to facilitate community participation in school and after school activities.</li><li>· Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans and sanitizes furniture, fixtures, walls, other surfaces, and windows.</li><li>· Operates floor scrubbers, auto scrubbers, burnishers, and other custodial equipment.</li><li>· Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.</li><li>· Cleans, moves, and arranges furnishings, supplies, and equipment as directed.</li><li>· Performs minor repairs. Avoids disrupting building activities except during emergencies.</li><li>· Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up chemicals, solvents, blood, body fluids and/or body tissues.</li><li>· Participates in occupational safety and health training programs as directed.</li><li>· Monitors and regulates HVAC equipment as directed for after-school activities.</li><li>· Assists with district energy management programs. Promotes energy management improvements.</li><li>· Assists with snow removal operations as directed.</li><li>· Reports and documents all injuries that require treatment.</li><li>· For district delivery only: picks-up and delivers equipment, materials, and other supplies as directed; successfully completes forklift operator training and operates a forklift; receives, delivers and inspects packages; completes required paperwork; handles money courier responsibly and makes deposits; moves stage risers and sound equipment; transfers/stores paper products, food, custodial supplies, etc.; moves supplies on pallets; tracks forklift and delivery vehicle maintenance schedules and repairs; and reports potential equipment problems to the director of operations.</li><li>· Checks daily schedule to find out if a school activity requires preparation or clean up.</li><li>· Adapts to changing requirements and demonstrates flexibility while assisting other staff as needed to deal with after school activities and unexpected or urgent situations.</li><li>· Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).</li><li>· Anticipates and prepares for fire, environmental health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.</li></ul>	

- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Helps uphold security procedures. Maintains security in assigned work areas. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serve as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.

**Working Conditions:** Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing tasks that require strenuous physical exertion.
- Traveling to meetings and work assignments.
- Working at various heights, on scaffolds, ladders or man lifts, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Anthony Wayne Local School District Board Of Education.

The Anthony Wayne Local School District Board Of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

***I have read and understand this job description and am able to perform the functions of this job.***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**