



## **BAYFIELD SCHOOL DISTRICT JOB DESCRIPTION**

**Job Title:** Substitute Custodian

**Department:** Custodial

**Reports to:** Head Custodian and Director of Maintenance

### **OVERVIEW**

Bayfield School District is looking for a substitute custodian to provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

Bayfield School District is located in the mountains of Southwest Colorado and is a short drive to Purgatory Resort, Wolf Creek Ski Area, and historic Durango. La Plata County is a world-class environment for outdoor enthusiasts with miles of trails for hiking and biking, wild rivers for rafting, breathtaking lakes for fishing and boating, and winter ski opportunities to complete 12-months of recreation. Moreover, Bayfield School District has strong partnerships with Fort Lewis College and a Pueblo Community College campus on district property where students and community members share our zest for life-long learning.

Our community places a high value on supporting whole-child learning for each student. Our new mission statement demonstrates our caring for students and community: Maximize and personalize student achievement, in partnership with community and staff, to ensure future-ready citizens through a safe and supportive school culture.

Our Board of Education adopted a future-focused strategic values plan with four values: Our Students, Our Community, Our People, and Our Well-Being. We believe students are the most important part of our work and learning experiences are opportunities for innovation and productive struggle; additionally, true learning should also engage our hearts, minds, and dreams. We call our work to inspire students and create global-ready citizens our Wolverine Way.

Bayfield District is dedicated to attracting and to retaining high-quality educators and leaders. You will be warmly welcomed into our Bayfield Family, provided opportunities to learn and grow, and challenged to be your very best as you share our vision: *Each Student, Each Day: Wolverine Way.*

Bayfield School District is committed to providing a challenging and engaging educational experience for all its students. The district serves a diverse community that expects student success, and Bayfield is a leader in academic excellence with a focus on child development and community building. With top ratings at the state and national levels for outstanding classroom teachers, exemplary schools, and programs that support student achievement - BSD is a great place to live and work!

## **QUALIFICATIONS**

- High School Diploma or G.E.D.
- Demonstrates aptitude or competence for assigned responsibilities.
- Submit fingerprints for a criminal background check.
- Completed and submitted BSD on-line application.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each of the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Shovel, plow, and sand walks, driveways, parking areas, and steps as appropriate.
- Checks to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sweeps/vacuums classrooms and dusts furniture.
- Disinfects and scrubs toilets, floors and cleans all sanitary fixtures and drinking fountains etc. and checks all necessary bathroom supplies.
- Performs yard care when directed.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Promptly reports needed major repairs to the Head Custodian.
- Remains on school premises unless permission to leave is authorized by Head Custodian and /or Building Principal.
- Reports immediately to the Principal any damage to school property.
- Moves furniture or equipment within buildings, if required, and upon direction of the Building Principal.
- Complies with local laws and procedures for the disposal of trash, rubbish, and waste.
- Takes part in training update as directed.
- Performs other duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

## **SALARY**

Per the Bayfield School District [custodian salary schedule](#) based on years of experience.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

*The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to work outdoors during outdoor student activities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

While performing the duties of this job, the employee is regularly required to sit and talk and frequently required to walk and must be able to stand up frequently. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be comfortable functioning in both indoor and outdoor work environments; the employee must be able to drive a vehicle and district equipment.

The noise level in the work environment is usually moderate but can be loud.

*The information contained in this job description is for compliance with the Americans with Disabilities Act. The job description and statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the district are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public may be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any district program or activity on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

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