

SUBSTITUTE CUSTODIAN**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Physically capable of performing assigned tasks.
2. Demonstrate an aptitude for successful completion of assigned tasks.
3. Must be able to make minor repairs to building fixtures and furnishings.
4. Ability to work with staff, students and the public, and be congenial, respectful and courteous.
5. Must be reliable and dependable without having constant supervision.
6. Available to work on short notice in any custodial assignment.
7. Must be neat and clean in appearance.
8. Physically able to perform tasks assigned.
9. Previous experience preferred, but not mandatory.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Head Custodian

Supervises: Activities or school functions, and other personnel when asked to do so by Head Custodian and/or Principal of the school.

Job Goals:

To provide maintenance and preservation of District buildings and to keep them clean, safe and sanitary.

Essential Duties and Responsibilities:

1. Responsible for maintaining and preservation of building at all times, including from the time school closes in the afternoon until it opens the next morning, as well as on weekends, holidays and vacation periods.
2. Keeps building and grounds clean and sanitary.
3. Keeps building and premises; including sidewalks, driveways, and play areas; neat and clean at all times.
4. May assist in regulating heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
5. Shovels, plows, and/or sands walks, driveways, parking areas and steps, as appropriate and in accordance with District policy.
6. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
7. Makes minor repairs to building hardware, fixtures and furnishings such as furniture and window shades.
8. During school vacation periods and when so directed, helps with cleaning, varnishing and painting rooms and equipment.

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9. Reports supplies needed for maintenance and operation to Head Custodian.
10. Reports repairs needed to Head Custodian for submission to the Administration Office on a District Work Order form, approved by the school building Principal.
11. Collects and disposes of rubbish and keeps the buildings and grounds free from waste materials. Must be alert to fire hazards and not allow rubbish or refuse to collect any place which might constitute a fire or health hazard.
12. Washes windows, sweeps or vacuums all classrooms, stairs and halls, and cleans, mops and disinfects restrooms, and cleans all sanitary fixtures and drinking fountains daily.
13. Keeps the grounds free from rubbish. May perform yard keeping chores; such as grass cutting, tree trimming, etc.; as necessary to maintain the school grounds in a safe and attractive condition.
14. Maintains all floors in a clean and attractive condition and in a good state of preservation.
15. Cleans all chalkboards, chalk trays and dust furniture; mops floors and shampoos carpets when needed; cleans walls and woodwork; and performs other emergency cleaning services, as necessary.
16. Remains on school premises during school hours, and during non-school hours when the use of the building has been authorized and their attendance is required by their supervisor.
17. Moves furniture and equipment within the building as required for various activities and as directed by supervisor.
18. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
19. Must be neat in personal appearance, polite and courteous to Principal, teachers, students and patrons; and conducts himself/herself as a representative of Bonneville Joint School District No. 93.
20. Maintains high standards of ethical behavior and confidentiality.
21. Has regular and predictable attendance.

Other Duties and Responsibilities:

Perform all other duties as assigned.

Terms of Employment:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person’s designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

This position is on-call, as needed, on a day-to-day basis. Salary to be determined by Custodial Salary Schedule as adopted by the Board of Trustees.

Evaluation:

No formal evaluation, as this is a substitute position only.

Physical Demand/Work Environment:

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; have sufficient hand, arm and finger dexterity; stoop, kneel, crouch, or crawl; talk or hear. The employee is frequently required to climb or balance. The employee must regularly lift and/or move up to 50 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, high, precarious places, outside weather conditions and vibration. The noise level in the work environment is usually moderate.

Reviewed _____ Revised 03/07
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NOTES:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
I.C. § 33-1210 Information on Past Job Performance