

JOB INFORMATION

<i>Title:</i>	Custodian Substitute - Centennial S D
<i>FLSA:</i>	Non-Exempt
<i>Terms of Employment:</i>	Temporary
<i>Employee Group:</i>	Support
<i>Location</i>	Various Buildings
<i>Last Edited On:</i>	9/28/2022

ORGANIZATION

<i>County:</i>	Bucks
<i>Entity:</i>	Centennial S D
<i>Department:</i>	Assigned Department per Organizational Chart
<i>Reports To:</i>	Assigned Administrator
<i>Supervises:</i>	None

JOB GOAL

To provide necessary cleaning services; assist students, staff, and the overall facility to insure the occurrence of instructional events; and complete the tasks assigned under essential duties and responsibilities. Substitute custodians are assigned work based on availability due to absenteeism or to support special programs as determined by the building principal.

ESSENTIAL FUNCTIONS

1. Keeps buildings and premises, including sidewalks, driveways and play areas clean, safe, and neat at all times using appropriate methods and equipment.
2. Familiarizes self with and complies with District policies and administrative regulations related to position. Complies with all requirements and procedures for use, storage and disposal of waste, cleaners, chemicals, and all other products and materials used in performing required duties.
3. Notifies appropriate personnel of need to secure additional supplies to ensure sufficient inventory. Notifies appropriate personnel of any equipment failure or missing equipment. Notifies appropriate personnel of needed repairs or building maintenance concerns.
4. Sweeps and wet mops Main Lobby, as needed an any/all areas during inclement weather where salt and other debris is tracked in.
5. Inspects all indoor common areas or other areas as assigned and as needed, dusts, dry or wet mops, spot cleans, vacuums, removes trash and debris, changes light bulbs, cleans boards and disinfects. Perform grounds keeping duties as assigned.
6. Checks hall walls, lavatories, lockers, and removed all graffiti daily.
7. Delivers supplies for classrooms as requested.
8. Inspects grounds for debris daily and empties outdoor trash receptacles as needed.
9. Checks Lobby, office glass, and showcases daily and cleans all surfaces as needed. Cleans other glass indoors and out as assigned.
10. Thoroughly cleans and disinfects water fountains, bathrooms, showers and locker rooms. Stocks paper towels and toilet paper.
11. Arranges designated facilities for all assemblies, programs and plays during the school day including seating, lighting, audio-visual needs, and anything else as needed.
12. Checks restrooms daily for supplies and refills as needed. Cleans out refrigerators in faculty lounge, semi-annually.
13. Responsible for summer cleaning including but not limited to stripping and waxing floors in the assigned areas, cleaning of all assigned areas including lights, washing walls, and cleaning faculty refrigerators.
14. Distributes all school supplies and maintain exterior grounds as directed.
15. Removes snow, spreads ice melt, and cleans up leaves.
16. Unloads materials, supplies and equipment when received.
17. Performs all work in a professional, timely, and safe manner; uses appropriate safety equipment; and maintains tools and equipment in a safe and operating condition.
18. Day shift only - prepare the cafeteria daily to include setting up cafeteria tables, staging the mop and bucket, broom and dust pan for spills in Cafeterias, taking out garbage in the cafeteria and kitchen during lunches, assisting lunchroom aides as needed, and cleaning and mopping cafeteria floor.

Additional Responsibilities

1. Responds to emergency situations, vandalism, power failures, storm damage, and water pipe failures.
2. Directs student, bus, and/or car traffic as required.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SCOPE

Analytical Demands

- Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

Supervision

- No supervisory duties.

Temperament

- Must be cooperative, congenial, and service oriented.

Cognitive Ability

- Ability to communicate effectively.
- Ability to exercise good judgment.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

- Reports to work on time, gives a full day's work and makes effective use of time while on the job.

Workplace Expectations

- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job 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.

Standard ADA Settings

<i>Standard ADA Selection</i>	Office Classroom X Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input type="checkbox"/>	Driving/Operating Mobile Equipment					
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)				X	
<input checked="" type="checkbox"/>	Use of Personal Protective Equipment				X	
<input type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)					
<input checked="" type="checkbox"/>	Standing for extended periods of time				X	
<input checked="" type="checkbox"/>	Walking for extended periods of time				X	
<input checked="" type="checkbox"/>	Crawling		X			
<input checked="" type="checkbox"/>	Climbing		X			
<input checked="" type="checkbox"/>	Repeated Bending			X		
<input checked="" type="checkbox"/>	Gripping/Holding				X	
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)			X		
<input type="checkbox"/>	Hearing (person to person, on the phone, in group settings)					
<input type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)					
<input checked="" type="checkbox"/>	Lifting (Weight)			X		60 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)			X		60 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

Working Condition

- Subject to inside environmental conditions
- Subject to outside environmental conditions
- Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
- May be exposed to hazardous materials, body fluids, or disease
- Subject to physical hazards, including conditions that may affect the respiratory system and/or skin