



SUBSTITUTE CUSTODIAN

Supervisor: Building Principal	FLSA Status: Non-Exempt
Department: Instruction	Terms of Employment: Substitute Custodians serve at will, are not employed for any specific length of time and have no property rights in their employment.
Supervises: none	Position Type: At will

Nature of Work:

Responsible for maintaining the cleanliness, safety, and security of the school facilities. This role includes routine cleaning tasks, minor maintenance work, and ensuring a hygienic environment for students, staff, and visitors.

Duties and Responsibilities

- Open and secure building(s) as required.
- Clean the school, including lawns and parking lots.
- Clean halls and remove trash from restrooms, gym, shower rooms, locker rooms, cafeteria, offices, classrooms, auditoriums, and yards as required each day.
- Mow and water lawns, shrubs, and trees; prune shrubs and trees, cut and remove weeds and trash; not to exceed 50ft beyond the building.
- Strip, mop, and wax floors.
- Clean doors and window glasses and display cases.
- Perform minor maintenance on routine basis.
- Clean or replace air filters.
- Replace light bulbs.
- Check fire extinguishers.
- Replace electrical switch covers and plates.
- Tighten and adjust loose door handles and closure regulator.
- Perform other maintenance at the direction of the lead custodian or principal.
- Perform daily inspection of the building and grounds and request assistance from maintenance when necessary.
- Move furniture, equipment, etc., set up rooms for meetings, and serve as custodian at community functions held in the school.
- Maintain proper heating and cooling temperatures as directed.
- Remove broken glass where hazardous and replace with emergency closure as needed.
- Works overtime when requested.

- Assist in maintaining daily logbook in accordance with maintenance procedures and adhere to maintenance procedures.
- Communicate with superior on a regular basis.
- Adhere to rules of personal good conduct and keep a neat and clean appearance.
- Respond to emergency situations.
- Communicates in a courteous manner with his superiors, peers, and subordinates.
- Maintain good quality of work performance while demonstrating economic use of supplies and proper care of equipment.
- Demonstrate safety precautions in job execution in order to minimize on-the-job accidents and follow proper safety procedures.
- Agree to fulfill performance responsibilities in location(s) assigned.
- Complete mandatory annual Vector Training.
- Performs other tasks related to area of responsibilities as requested or assigned by an immediate supervisor.

Machines, Tools, Equipment and Work Tools

Various types of equipment and tools including but not limited to wet/dry vacuum, electric floor buffer, power driver, floor scrubber, upright vacuum, lawn mower, lawn edger, power weeder and variety of hand tools including electric drill, electric screw/nut driver.

Abilities: verbal ability required to understand oral and written instruction; motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job; manual and finger dexterity required to operate machines and equipment precisely and rapidly.

Minimum Qualifications

1. High School Diploma or equivalent.
2. Must be eligible for or currently hold a valid New Mexico Substitute Teaching License, Teaching License or Educational Assistant License.
3. Outstanding verbal, written communication and organizational skills.
4. Must pass background check.

Licenses and Certifications

Valid Driver's License

I accept this position offered and agree to the above job description.

Print Name: _____

Signature: _____ Date _____

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law.