

March 19, 2026

East Aurora School District 131 has the following opening(s) for the 2025-2026 school year and will accept applications from candidates who may be interested in the position(s) listed below.

VACANCY NOTICE

POSITION TITLE: Substitute Custodian

BUILDING(S): Buildings and Grounds Center

IMMEDIATE SUPERVISOR: Buildings and Grounds Supervisor or Designee

SALARY: \$17.00/hour

START DATE: ASAP

JOB ID: 4974

QUALIFICATIONS:

High school diploma or G.E.D. 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.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Ensures overall security of the building as it relates to the activation/deactivation of the security system, locking/unlocking doors, securing of windows, doors, locks, removal of safety hazards etc.
2. Assists the fireperson/engineer with the overall appearance and housekeeping of the building, including, removal of snow.
3. Assists in set up for regular and special functions such as, but not limited to, gym and lunchroom uses, student activities, open house events, PTA events, etc.
4. Adheres to and promotes standard building and safety operating procedures.
5. Helps to ensure compliance with required maintenance and safety standards.
6. Assists with receiving of deliveries.
7. Assists in setting up for breakfast and/or lunch in the gym/lunchroom when necessary.
8. Cleaning of assigned area(s) with the following responsibilities:
 - a. Empty all trash in area and place in dumpster.
 - b. Vacuum/dust mop classrooms daily. Wet mop as needed.
 - c. Clean chalkboards/whiteboards as needed, wash one (1) time weekly or as needed.
 - d. Dust mop hallways daily. Wet mop when needed. Buff as needed.

- e. Clean and sanitize all drinking fountains and clean mirrors daily.
 - f. Clean and sanitize restrooms in assigned area daily.
 - g. Vacuum all carpeted areas, including doormats daily.
 - h. Clean window glass one (1) time weekly or as needed and door glass daily.
 - i. Refill/replace hand towels, soap dispensers, and toilet paper daily.
 - j. Dust desktop and shelves as needed.
 - k. High dust (door frames, clocks, exit signs, picture frames, air vents, etc.) one (1) time monthly or as needed.
9. Assumes other responsibilities assigned by the Fireman or Engineer, Principal, and/or Custodial Supervisor.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org>. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.