DeKalb CUSD 428
Job Description

Position Title:	Substitute Custodian
Department:	District Wide
Supervisor:	Director of Facility Operation Services or Designated Assignee
Calendar:	As needed
FLSA Status:	Non-Exempt
Date:	November 6, 2018

Objective

In the absence of the regularly scheduled staff member the Substitute Custodian provides custodial services at assigned site(s) ensuring an attractive, sanitary, and safe environment for students, staff, and visitors. The Substitute Custodian performs a variety of cleaning operations and assisting in preparing facilities for daily activities and events. Maintain facility to the established standards of the District.

Essential Duties and Responsibilities

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

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Clean assigned building/areas for the purpose of maintaining a sanitary, safe, and attractive environment within the standards of the District.
5. Prepare sites for daily operations for the purpose of ensuring facilities are operational and safe for occupancy
6. Secure facilities and grounds for the purpose of minimizing property damage, equipment loss, and/or potential liability.
7. Arrange furniture and equipment for the purpose of providing adequate preparations for meeting, school activities, and special events.
8. Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (replace vacuum belts/bags, unclog toilets, replace lightbulbs and ballasts, etc.) for the purpose of ensuring proper function and usability of items.
9. Report maintenance/grounds issues that cannot be completed by staff member with the work order system.
10. Respond to immediate safety and/or operational concerns for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
11. Support District Maintenance/grounds staff for the purpose of completing site activities/projects.
12. Perform lawn care tasks including mowing and weed removal.

13. Assist with snow and ice removal using both automated equipment and by hand.

Qualifications

1. A valid driver's license (not a CDL position) is necessary.

Knowledge, Skills and Abilities

1. Ability to follow verbal and written instructions in English
2. Must exhibit specific skill based competencies required to satisfactorily perform the functions of the job include, but not limited to operating equipment and tools used in skilled trades, computer systems, and software literacy (email, work orders, etc.)
3. Ability to perform multiple, non-technical tasks with a need to upgrade skills in order to meet changing job conditions.
4. Must adhere to safety practices (proper chemical use, proper use of personal protective equipment, proper ladder/lifting use).
5. Ability to work with a schedule.
6. Flexibility is required to work with a diverse group of individuals in a variety of circumstances.
7. Specific based competencies required to satisfactorily perform the functions of the job including adapting to changing work priorities, communicating with diverse groups, meeting deadlines and schedules, working as part of a team, and working with constant interruptions.
8. Ability to work independently to complete all tasks.
9. Report of Physical Examination from a licensed physician stating physical fitness to perform the essential functions of the position.

Supervisory Responsibility

None

Work Environment

This job operates in a professional office environment. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to outside weather conditions.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Education and Experience

1. Graduation from High School or equivalency of a high school diploma.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Start and end time may vary in accordance with contractual language upon the needs of the district.

Evaluation:

Performance of this job will be cooperatively evaluated annually by the Director of Facility Operation Services or Designated Assignee, in accordance with provisions of Board policy.

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.

The physical activity of this position. ***(Please check all blocks that apply)***		
☒	A.	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☒	B.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☒	C.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
☒	D.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
☒	E.	Crouching. Bending the body downward and forward by bending leg and spine.
☒	F.	Crawling. Moving about on hands and knees or hands and feet.
☒	G.	Reaching. Extending hand(s) and arm(s) in any direction.
☒	H.	Standing. Particularly for sustained periods of time.

☒	I.	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
☒	J.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
☒	K.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
☒	L.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
☒	M.	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
☒	N.	Grasping. Applying pressure to an object with the fingers and palm.
☒	O.	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
☒	P.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
☒	Q.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
☒	R.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
The physical requirements of this position. ***(Please check only one block)***		
☐	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
☒	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

☐	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	E.	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
The visual acuity requirements including color, depth perception, and field vision. ***(Please check only one block)***		
☐	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
☐	B.	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
☐	C.	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
☒	D.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
The conditions the worker will be subject to in this position. ***(Please check all blocks that apply)***		
☐	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
☐	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
☒	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
☒	D.	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.

☐	E.	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
☐	F.	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
☐	G.	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
☒	H.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
☒	I.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
☐	J.	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
☐	K.	The worker is required to function in narrow aisles or passageways.
☐	L.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures

This job description has been approved by all levels of management:

Supervisor Name: _____

Signature: _____ Date: Click or tap to enter a date.

HR Representative: _____

Signature: _____ Date: Click or tap to enter a date.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: Click or tap to enter a date.