

TITLE: Substitute Custodian

PURPOSE: The Substitute Custodian is primarily responsible for maintaining an attractive, sanitary, safe facility for students, staff, and the public; providing equipment and furniture arrangements for meetings, classroom activities, and events; and minimizing property damage, loss, and liability exposure to the school district.

QUALIFICATIONS/KNOWLEDGE/SKILLS:

1. High School Diploma or equivalent required
2. General knowledge of institutional and/or commercial cleaning techniques
3. Good communication and interpersonal skills
4. Ability to follow direction and work independently

EXPERIENCE: Entry Level Position

REPORTS TO:

- Building Principal
 - Supervisor of Custodians
 - Custodial Foreman
 - Head Custodian

CONDITIONS OF EMPLOYMENT:

- Fingerprinting and job-related background check required
- The substitute custodian position is not covered under any collective bargaining agreement
- The substitute custodian position is not a full-time, permanent employee of the District. Rather, substitutes are used on an as-needed, day-to-day basis – in accordance with relevant laws and regulations

DUTIES & RESPONSIBILITIES:

1. Cleans assigned District facilities (e.g., classrooms, offices, restrooms, multipurpose rooms, lunch rooms, corridors, carpets, windows, walls, bleachers, stages, locker rooms, sidewalks, grounds, etc.) for the purpose of maintaining a sanitary, safe, attractive environment
2. Prepares school district facilities for daily operations (e.g., opening gates and building access doors, disarming security systems, raising flags, placing crosswalk signs, etc.) for the purpose of ensuring District facilities are operational and safe
3. Secures school district facilities and grounds for the purpose of minimizing property damage, equipment loss, and potential liability to the school district
4. Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and other related events
5. Reports and responds to emergency calls for custodial assistance
6. Completes employer required training for the purpose of maintaining current knowledge regarding specific job and/or District, state and federal rules, regulations, policies and procedures and laws
7. Completes special work assignments as assigned by the head custodian, the Principal (or his/her designee) and/or the custodial supervisory staff
8. Works cooperatively with administration, teaching staff, students, and other service departments
9. Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met
10. Adhere to all Board of Education policies, administrative regulations, and state and federal regulations as are applicable to the custodial operations

PHYSICAL, MENTAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein 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 job functions.

ENVIRONMENT:

The incumbent may be required to work both inside and outside in all different weather conditions including extreme cold and heat. The employee may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection. The employee may be exposed to loud equipment and take appropriate precautions to protect themselves.

PHYSICAL:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climb onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently move heavy objects and lift up to 50 pounds such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and move heavier objects such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

_____ Incumbent	_____ Date
_____ Supervisor	_____ Date
_____ Director of Buildings & Grounds	_____ Date

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.