

Gardner Edgerton



Trails to Success

Substitute Custodian Job Description

Purpose: The Substitute Custodian, on an as needed basis, provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with the supervisor, staff and administration of USD 231.

Responsible To: Director of Buildings and Grounds

Payment Rate: According to Substitute Custodian Salary Schedule (as needed and not to exceed 4 hours daily)

Qualifications:

1. High School diploma or equivalent.
2. Ability to read chemical labels.
3. Ability to work independently without supervision.

Essential Functions:

1. Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as required.
6. Support the value of an education.
7. Support the philosophy and vision of USD 231.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Must be able to lift 30 pounds on a repeated basis throughout a 4 hour shift.
4. Requires stooping, kneeling, crawling, bending, turning, and reaching.
5. Requires climbing and balancing.
6. Must work indoors and outdoors year-round.
7. Must work in noisy and crowded environments.
8. Must work in and around dust, fumes, and odors.