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**Job Title:** **Substitute Custodian Day/Night**

**FLSA Status:** Non-Exempt

**Reports to:** Lead Custodian and Principal/Building Supervisor.

**Salary Schedule:** Per Substitute Salary Schedule.

**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.

**Job Goal:** To assist in the organization, scheduling, and carrying out of custodian task as assigned.

**Minimum Qualifications:**

1. Verifiable work and character references
2. Possess valid NM driver's license
3. Pass background check

**Preferred Qualifications:**

1. High School Diploma or equivalent

**Performance Responsibilities**

1. Opens and secures building(s) as required.
2. Cleans the school plant, including lawns and parking lots.
  - a. Cleans halls and removes trash from restrooms, gym, shower rooms, locker rooms, cafeteria, offices, classrooms, auditoriums, and yards as required each day.
  - b. Mows and waters lawns, shrubs, and trees; prunes shrubs and trees, cuts and removes weeds and trash; not to exceed 50 ft. beyond the building.
  - c. Polices parking lots and grounds areas around buildings.
  - d. Strips, mops, and waxes floors.
  - e. Clean doors and window glasses and display cases.
3. Performs minor maintenance on routine basis.
  - a. Cleans or replaces air filters.
  - b. Replaces light bulbs.



- c. Checks fire extinguishers.
  - d. Replaces electrical switch covers and plates.
  - e. Tightens and adjusts loose door handles and closure regulator.
  - f. Performs other maintenance at the direction of the lead custodian or principal.
4. Performs daily inspection of building and grounds and request assistance from maintenance when necessary.
  5. Moves furniture, equipment, etc., sets up rooms from meetings, and serves as custodian at community functions held in the school.
  6. Maintains proper heating and cooling temperatures as directed.
  7. Removes broken glass where hazardous and replaces with emergency closure as needed.
  8. Works overtime when requested.
  9. Assists in maintaining daily log book in accordance with maintenance procedures and adheres to maintenance procedures.
  10. Communicates on a regular basis with superiors.
  11. Adheres to rules of personal good conduct and keeps a neat and clean appearance.
  12. Responds to emergency situations.
  13. Communicates in a courteous manner with his superiors, peers, and subordinates.
  14. Maintains good quality of work performance while demonstrating economic use of supplies and proper care of equipment.
  15. Demonstrate safety precautions in job execution in order to minimize on-the-job accidents and follow proper safety procedures.
  16. Must comply with uniform requirements in accordance with negotiated agreement.
  17. Agrees to fulfill performance responsibilities in location(s) assigned.
  18. Complices with local, state and federal rules and regulations.
  19. Performs such other tasks as may be assigned within the parameters of the job analysis.

### **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. This position calls for operation of a pickup.

### **WORKER TRAITS**

#### Aptitudes

- verbal ability required to understand oral and written instructions
- 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

## EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

### Functional Profile:

Persons assigned to this position must possess the ability to engage in certain physical task as part of their job duties. The following section identifies the nature and expected frequency of those tasks and is not intended to describe all job tasks in this position. Individual work assignments may vary from the representative tasks in this position. Individual work assignments may vary from the representative tasks described herein.

**R**=Rarely (0-10%); **O**= Occasionally (11 – 33%); **F**=Frequently (34 – 66%); **C**=Constantly (67 – 100%)

<i>Climbing</i>	Frequency:	O
Climbs stairs and ladders to clean and dust high areas inside and outside the buildings.		
<i>Balancing</i>	Frequency:	O
Balances whiles using floor polisher, working from ladders while changing light bulbs, performing high dusting.		
<i>Stooping, Kneeling, Crouching</i>	Frequency:	F
Stoops, Kneels, and crouches while cleaning low areas; picking up scraps, plugging appliances into wall outlets; cleaning toilets/sanitary areas.		
<i>Reaching horizontally</i>	Frequency:	F
Picking up trash, wiping surfaces; arranging furniture for set-ups; scrubbing.		
<i>Reaching vertically</i>	Frequency:	R
Changes light bulbs; high dusting; retrieving supplies.		
<i>Lifting</i>	Frequency:	O



Lifts material and supplies required for custodial duties in quantities up to eighty pounds. Lifts trash containers; cleaning solutions, buckets; planters; furniture; ice-melt.

<i>Walking</i>	Frequency:	F
Walks while performing task; from task area to task area; to retrieve supplies; and to perform outside work.		
<i>Standing</i>	Frequency:	O
While performing task such as dusting and changing light bulbs.		
<i>Sitting</i>	Frequency:	R
Sits during meetings and while performing paperwork.		
<i>Carrying</i>	Frequency:	O
Carrying custodial materials short distances. Uses carts and wheeled buckets for routine movement of five and seven gallons containers. Carries cleaning solutions, buckets, mops, and brooms.		
<i>Hearing</i>	Frequency:	F
Receives verbal instructions over intercom system, telephones, radios; listen to operating equipment.		
<i>Smelling</i>	Frequency:	F
Smells scented codes to identify warning properties of chemicals used in tasks.		
<i>Near vision</i>	Frequency:	O
Reads warning labels and instructions on containers to assure safe practices are undertaken.		
<i>Color discriminations</i>	Frequency:	O
Identifies color codes on material warning labels to assure safe practices in handling and using material.		
<i>Night Vision</i>	Frequency:	R
Performs grounds work during night time hours.		



*Hand use* Frequency: C  
 Uses hands to perform essential duties such as cleaning, scrubbing, dusting, pouring, lifting, carrying, using hand mowers, holding brooms, and holding mops.

**Work environment:**

Employees assigned to this position normally work in a temperature-controlled indoor school environment. This section includes a description of workplace conditions due to specific job assignments.

R=Rarely (0-10%); O= Occasionally (11 – 33%); F=Frequently (34 – 66%); C=Constantly (67 – 100%)

*Slippery or unstable floor surfaces* Frequency: R  
 Works on wet surfaces and floors, inside and outside buildings.

*Ladders or scaffolds* Frequency: R  
 Uses step ladders for changing light bulbs and performing high dusting.

*Flammable materials* Frequency: R  
 Works with and near gasoline, paint thinners, and other flammable custodial supplies.

*Blood or body fluids* Frequency: R  
 Cleans bathrooms, vomit, blood, and body tissues from floors and surfaces.

*Infectious diseases* Frequency: R  
 Cleans bathrooms and surfaces that can contain infectious agents.

*Temperature extremes* Frequency: O  
 Performs duties outside during hot or cold weather conditions.

*Sharp tools, materials* Frequency: R  
 Uses scrapers and other sharp hand tools.

*Motor vehicles* Frequency: F  
 Drivers pick-up trucks, and cars from school to school; drives motorized carts on school grounds.



*Mechanized*

Frequency: F

Uses floor polishing machines; vacuum cleaners, lawn mowers.

This classification job description for **Custodian** is effective upon receipt. Personnel policies adopted by the LCPS Board of Education and CSEC-LC, and deemed appropriate for the position, shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This job description may be revised at any time in response to district needs.

By my signature below, I affirm that the duties and requirements listed on this job description have been explained to me. I have been able to ask questions to clarify matters I do not understand; and I understand and accept them. In accepting this position, I certify that I am able to perform these duties without accommodation. If I require accommodation to complete these job duties in the future, I will inform my supervisor immediately of that change in this regard. I also agree to follow district safety rules and accident prevention procedures and will observe the limitation on lifting outlined in this document.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Note to prospective employee: If, due to a disability you are currently unable to perform any of the job duties identified in this job description, advise the personnel department of that condition immediately. The personnel department will make a determination whether reasonable accommodation can be made in these job duties and procedures to address that disability.