

Substitute Custodian- Day/Night

FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Principal</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Per Substitute Salary Schedule</i>
Terms of Employment:	<i>Substitute Custodians serve at will, are not employed for any specific length of time, and have no property rights in their employment</i>

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

Job Duties

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 logbook 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. Complies 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

1. Verbal ability required to understand oral and written instructions
2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job
3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly
4. For further information regarding worker traits, please see attached job analysis

EVALUATION

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

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 I accept this position offered and agree to the above special education job description. Furthermore, based on the needs of the District I may be required to assume other special education assistant duties and work in alternate assignments that are equivalent in compensation.

Print Name _____

Signature _____ Date _____

Approved by _____ Date _____