

MARION COUNTY JOB DESCRIPTION

Position Title: Substitute Custodian	Class Code: 8030
Department: Maintenance	
Reports To: Maintenance/Principal	
Approved By: Marion County Board of Education	Date: December 2010

SUMMARY: Keeps the district's school buildings in such a state of operating excellence, in the absence of the regular custodian, that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assists in maintaining seasonal grounds work (snow, lawn).
- Cleans and preserves designated spaces, equipment, etc. in the building.
- Restocks disposable items and provides head custodian with inventory usage and data.
- Assists visiting public utilizing the facilities with directions within building and in obtaining and setting up needed equipment.
- Maintains building and grounds security in the building each school day.
- Keeps building and premises, including sidewalk, driveway, and play area neat and clean at all times.
- Checks daily to insure all exit doors are open and all panic bars are working properly during the hours of building occupancy.
- Raises the United States Flag daily and lowers it after school is out, if required by principal.
- Cleans corridors after school each day and during the day when their conditions require it.
- Scrubs and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
- Washes all windows on both inside and outside at least twice a year and more frequently if necessary.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Cleans all chalk or marker boards at least once a week, and class chalk trays daily.
- Makes such minor building repairs as he/she is capable of doing.
- Reports major repairs to the principal.
- Reports damage to school property to the principal.
- Opens and closes the building each school day, and secures all doors and windows and sees that all lights except hose for safety are turned off before leaving the building.
- Keeps an inventory of janitorial supplies and equipment on hand and requisitions needed replacements far enough in advance, so that custodial duties are not hindered by a lack of supplies.
- Moves furniture or equipment in building as directed by the principal.

Replacement of air filters in HVAC system in areas specified.
Conducts an on-going program of general maintenance, upkeep, and repair.
Complies with regulations and procedures for the storage and disposal of trash, rubbish, and waste.
Performs other duties and assumes other responsibilities as assigned by the Principal.
Uses appropriate equipment to lift or move items weighing more than 90 pounds

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED).

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and finger 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 above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to 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 lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lb. 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, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.