Custodian- Substitute Position

Job Description

Reports to: Head Custodian
Assistant Principal
Principal
Supervisor of Buildings and Grounds

Building: Multiple Schools

Evaluated by: Principal & Supervisor of Buildings and grounds

Evaluation period: Annual

Qualifications: High School Diploma
One year of related experience

Hours: Varies depending upon position and school; 8-hour shifts.

Purpose of the Position: To ensure that the building and grounds provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, and develop. The custodian keeps the school buildings in a state of operation that no problems or interruptions to the educational program occur. The custodian performs assigned custodial duties and repairs, and receives supervision from the building administrators and the head custodian.

Responsibilities:

- Keeps building and premises, including sidewalks, driveways, and activity areas neat, clean and in proper working conditions at all times.
- Works with the maintenance department to regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Conducts general maintenance on unit ventilators, thermostats, pencil sharpener blades, etc.
- Shovels, plows, and/or sands walks, driveways, parking areas and steps as appropriate.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Cleans, hallways, the cafeteria, and other common use facilities during the day when the condition requires it.
- Keeps the grounds free from rubbish.
- Performs yard keeping chores such as grass cutting, tree trimming, and the like, as necessary to maintain the school grounds in a safe and attractive condition.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Able to operate floor cleaning equipment: Swing scrubbers, burnishers, walk behind scrubber, stand on scrubber.
- Makes minor building repairs as he or she is capable.
- Reports major repairs needed promptly to the Principal.
- Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
- Reports immediately to the Principal any damage to school property.
- Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the Principal.
- Assumes responsibility for the opening and closing of the building each school day.
- Keeps an inventory of supplies, equipment, and makes requests for supplies from Head Custodian.
- Conducts an ongoing program of general maintenance, upkeep and repair.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- Makes periodic checks of outdoor facilities and equipment and performs maintenance of these items as needed to keep in good working order.
- As assigned, checks building and boiler/heating units over the weekend and breaks.
- Promotes good public relations for the School Corporation and community.
- Performs such other duties as may be assigned by Administration.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**.**

Education and/or Experience:

High school diploma or general education degree (GED); one year of related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as technical manuals, purchase orders, and inventories. Ability to write routine reports and correspondence. Ability to speak effectively with staff. Ability to read and comply with labels and OSHA safety warnings on cleaning agents and hazardous materials

Mathematical Skills:

Ability to add, subtract, multiply, and divide to keep accurate records. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of the position.

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 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 above the head and reach forward. The employee continuously uses hand-strength to grasp tools and climbs 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 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 pounds such as salt and bulk furniture. The employee will 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.

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:

Must be proficient in the use of various cleaning equipment and chemicals. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work and other equipment as made available by the school corporation.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.

Terms of Employment:

As Needed
Wage Rate: Starting at $16.00
Benefits: Medical Insurance, Life Insurance, Public Employee Retirement Fund (PERF) qualifying position