

Job Description

Job Title: **Custodian Substitute**
 Job Family: **Custodial**
 Pay Program: **Classified**
 Prepared/Revised Date: **September 8, 2008**

Job Code: **1106**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 13**
 Typical Work Year: **as needed**

SUMMARY: Responsible for the cleanliness, sanitation, security and basic maintenance of the assigned school building, grounds and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty 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.*

| Job Tasks Descriptions | Frequency | % of Time |
|--|-----------|-------------|
| 1. Perform cleaning duties including removing trash and cleaning and/or sanitizing of all location's facilities, including, but not limited to, classrooms, restrooms, hallways, stairwells, common areas, offices, cafeteria, gymnasium, media center, locker rooms, auditoriums, stages and custodial offices/storage areas. | D | 45% |
| 2. Assists with staff, public, students, teachers and community groups using the building during assigned shift. May perform set up and tear down of audio visual equipment, assisting users on setting up and testing equipment, training users as needed, and troubleshooting any audio visual problems to ensure functionality. Answers questions, responds to requests and/or direct individuals to appropriate individuals or building areas. | D | 15% |
| 3. Assists with building operation for building use and events, including setting up, cleaning up, locking/unlocking areas for access and supporting individuals using building areas. | D | 12% |
| 4. Assists with staff, public, students, teachers and community groups using the building during assigned shift. Answers questions, responds to requests and/or direct individuals to appropriate individuals or building areas. | D | 9% |
| 5. May perform building and site safety checks, including inspecting for hazards, graffiti and vandalism. Report findings to supervisor. | D | 5% |
| 6. Communicate with Supervisor about issues and needs for department either verbally or through a written communication log. | D | 5% |
| 7. Assist with mowing; edging; tree trimming; removing snow, ice and gravel; and cleaning outside windows, doors and lighting. | W | 6% |
| 8. Perform seasonal, summer and project cleaning as planned and assigned by Supervisor. Perform other job-related duties as assigned. | Q | 3% |
| TOTAL = | | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 18 years of age.
- No experience required; experience in general cleaning, chemical handling and customer service preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- BOCES (safety) and AHERA (asbestos) training required within 3 months after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to acquire skills necessary to operate various types of cleaning equipment.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of basic custodial equipment preferred at hire; required within 3 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|------------------------|----------|
| Reports to: | Head or Lead Custodian | Various |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|--|----------------|----------|
| Direct reports: | This job has no direct supervisory responsibilities. | | |

- Responsible for addressing the individuals’ complaints and resolving their problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | | X |
| Walk | | | | X |
| Sit | | X | | |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | | X | |
| Talk | | X | | |
| Hear | | X | | |
| Taste | X | | | |
| Smell | | X | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | | X |
| Up to 50 pounds | | | X | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | X | | |
| Analyze | | X | | |
| Communicate | | X | | |
| Copy | X | | | |
| Coordinate | X | | | |
| Instruct | X | | | |
| Compute | | X | | |
| Synthesize | X | | | |
| Evaluate | X | | | |
| Interpersonal Skills | | X | | |
| Compile | X | | | |
| Negotiate | X | | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | | X | | |
| Work near moving mechanical parts | | | X | |
| Work in high, precarious places | | X | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | | X | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|----------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | | X | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | | X | | |

| VISION DEMANDS: | Required |
|---|-----------------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |