

Position: Substitute Custodian	Date Posted: February 20, 2025
Department/Site: All Campuses	Classified
Reports to/Evaluated by: Director of MOT	Salary Grade: 110

Summary

Performs various work in connection with the custodial, grounds cleanup, and light maintenance.

Distinguishing Career Features

The Custodian is generally assigned to serve as the day/night custodian at an elementary or middle school. This level typically requires the demonstrated ability to work independently adjusting work assignments to blend with school schedules, document MSD Sheets, operate all equipment used in work, perform light maintenance, and inspect the work of other Custodians. Advancement potential exists to Lead Custodian and skilled maintenance positions based on position openings and compliance with job qualifications.

Essential Duties and Responsibilities

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and towel dispensers. Cleans and maintains windows
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot-cleaning as necessary, and wet mopping on a regularly scheduled basis. Vacuum and spot clean carpeted areas.
- Performs regularly scheduled cleaning of District Office, Professional Development Center, and other areas including, but not limited to furniture and fixtures.
- Regularly maintains the exterior appearance of the buildings. Maintains safe and clean walkway grounds surrounding the assigned area. Picks up litter. Empties and cleans outdoor trash.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, remove from and properly dispose of packaging materials.
- Sets up and takes down seating and equipment for various events, including board meetings and professional development classes. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Coordinates and participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing.

- May inspect the work of other Custodians. May provide orientation on work methods, equipment operation, and time-saving techniques.
- Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
- Inspects equipment used on a regular basis for functionality and required servicing.
- Checks and records emergency eyewash and shower stations, fire extinguishers, first aid kits, and emergency telephones for proper functioning or stock.
- Inspects equipment used on a regular basis for functionality and required servicing. Makes minor repairs and arranges for complex repairs.
- Maintains a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or taking action to mitigate or eliminate potentially hazardous conditions.
- Ensures that Safety Data Sheets (SDS) for assigned area(s) are up to date and followed.
- Maintains current knowledge of proper safety precautions and proper use of cleaning materials. Checks and records fire extinguishers, first aid kits, and emergency apparatus for proper functioning of stock
- Performs other duties as assigned.

Qualifications

▪ **Knowledge and Skills**

The position requires thorough knowledge of the methods, materials, tools, and equipment used in custodial care and routine facility maintenance. Requires thorough knowledge of the buildings and grounds of the assigned site. Requires basic knowledge of daily school schedules and routines. Requires working knowledge of work hazards and safe work techniques, including lifting procedures. Requires basic knowledge of chemical reactions and proper safety precautions for use. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient human relations skills to work with other Custodians and exercise courtesy when dealing with others.

▪ **Abilities**

Requires the ability to perform all essential duties of the position with limited supervision. Must be able to observe all safety precautions and procedures. Must be able to operate and maintain tools and equipment in a working condition. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor. Requires the ability to give general work guidance to other Custodians. Requires the ability to follow oral and written directions and to work independently and collaboratively. Must be able to apply District policies and procedures. Must be able to respond to emergencies. May be required to work various work shifts to support special projects and events. May require the ability to obtain a First Aid and CPR card within a reasonable time.

▪ **Physical Abilities**

Incumbents must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment, and to determine if the equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist, and floor levels, max. 50 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

- **Education and Experience**

The position typically requires a High School diploma or GED, and two years of prior custodial experience.

- **Licenses and Certificates**

Requires a valid driver's license. Hazardous Materials Awareness training card. First Aid and CPR card.

- **Pre-Placement Medical Assessment**

You must be able to pass a post-offer medical assessment. Your appointment is not assured until you have passed the post-offer medical assessment.

Hours: Vary

Salary: \$17.98 - \$24.88 per hour

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. Copies of BP 4030 (Nondiscrimination in Employment) and AR 4031 (Complaints Concerning Discrimination in Employment) are available in the District Office.

A TOBACCO, DRUG, AND ALCOHOL-FREE WORK ENVIRONMENT