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|  | **JOB TITLE** | SUBSTITUTE FACILITY ASSISTANT |
| **REPORTS TO** | DIRECTOR OF MAINTENANCE AND GROUNDS |
| **SALARY SCHEDULE/GRADE** | FACILITY SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 8614 |
| **POSITION CLASSIFICATION** | SUBSTITUTE |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |

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| **POSITION SUMMARY** |
| Perform routine custodial and maintenance activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition.  |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other assigned work areas. |
| Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor as assigned; spot mop spills and remove gum and debris. clean tables, chairs and floors after lunch periods as assigned.  |
| Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; clean mirrors, tile and windows. |
| Wash windows and walls; clean chalkboards, trays and erasers and empty pencil sharpeners. |
| Assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.  |
| Clean blinds, dust and polish furniture and woodwork and make minor, non-technical repairs as needed.  |
| Pick up and rake paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances. |
| Shovel, plow and salt sidewalks and steps as directed.  |
| Participate on project crews during summer months for special cleaning assignments.  |
| Demonstrates regular attendance and punctuality. |
| Adheres to the appropriate code of ethics. |
| Performs other duties as assigned by the Principal, Director of Maintenance and Grounds, or Superintendent. |

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| **KNOWLEDGE AND ABILITIES** |
| Proper methods, materials, supplies, tools and equipment used in custodial work. |
| Modern cleaning methods including basic methods of cleaning and preserving floors, chalk boards, carpets, furniture, walls and fixtures. |
| Proper lifting techniques. |
| Determine appropriate action within clearly defined guidelines. |
| Work independently with little direction. |
| Basic computer skills. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  |
| Requires the ability to communicate effectively using speech, vision and hearing.  |
| Requires the use of hands for simple grasping and fine manipulations.  |
| Requires bending, squatting, crawling, climbing, and, reaching.  |
| Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds.  |
| Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |