**JOB DESCRIPTION FOR: Substitute Custodian**

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**REPORTS TO:** Building Principal

**QUALIFICATIONS:** High school diploma, G.E.D., certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and any other criteria as established by the Board of Education

**GENERAL RESPONSIBILITIES:**

To perform custodial activities at an assigned school site or facility to maintain buildings, locker rooms, and adjacent grounds areas; to provide students with a safe, attractive comfortable, clean, and efficient place in which to learn, play, and develop.

**DUTIES:**

1. Perform routine custodial activities as assigned; sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other assigned work areas.
2. 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.
3. Keep building and premises, including sidewalks, driveways and play areas neat and clean. Shovel, plow and/or sand walks, driveways, parking areas and steps as requested. Keep the grounds free from rubbish.
4. Sweep classrooms daily and dust furniture.
5. Clean corridors after school each day and during the day as needed.
6. Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; clean mirrors, tile and windows.
7. Promptly report major repairs needed to the principal. Report immediately to the principal any damage to school property.

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ELIZABETHTOWN INDEPENDENT SCHOOLS Page 1 of 3

JOB DESCRIPTION FOR: Substitute Custodian (Continued)

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1. Report safety, sanitary and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions or rules to supervisor.
2. Clean marker boards and empty pencil sharpeners; assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
3. Dust and polish furniture and woodwork and make minor, non-technical repairs as directed.
4. Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system off in the morning and on in the evenings as directed.
5. Pick up and rake paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
6. Perform yard keeping chores as directed to maintain the grounds in a safe and attractive condition.
7. Operate cleaning equipment such as vacuums, floor stripper, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers and power blower as assigned.
8. Pack, unpack, load, receive and store books, supplies, materials and other items as requested.
9. Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs and safety issues.
10. Participate in major cleaning projects as assigned.

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ELIZABETHTOWN INDEPENDENT SCHOOLS Page 2 of 3

JOB DESCRIPTION FOR: Substitute Custodian (Continued)

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1. Assume responsibility for the safe condition of building entrances and corridors.
2. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and the substitute custodian’s attendance is needed by the principal
3. Perform other duties as may be assigned by the building principal.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION *April 18, 2016*

ELIZABETHTOWN INDEPENDENT SCHOOLS Page 3 of 3