

ENCLOSURE
October 13, 2025

OLDHAM COUNTY BOARD OF EDUCATION

CONCERN

Consider approval of the job description for a Substitute Custodian in Oldham County Schools.

DISCUSSION

When a custodian is out, especially for a number of days in a row, it can cause a school to struggle with ensuring all tasks are completed and that the school looks its best for students. We are interested in employing substitute custodians to give extra support when a school needs a hand. We also believe this will show support to our custodians, who have typically worked to pick up extra tasks on top of their already busy work shift.

RECOMMENDATION

Approve the substitute custodian job description.

Carly Clem, Board Chair

Claudette Herald, Superintendent

OLDHAM COUNTY BOARD OF EDUCATION ADMINISTRATIVE REGULATION

JOB DESCRIPTION:

Substitute Custodian

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MINIMUM QUALIFICATIONS:

1. High school graduate.
2. Experience in plant maintenance.
3. Must have and maintain a valid driver's license.
4. Push, pull or lift 40 pounds; kneel and reach above your head.

REPORTS TO: School Plant Operator

JOB GOAL: The Substitute Custodian, on an as needed basis, provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with the Plant Operator to determine which tasks are essential that day in order to ensure the school functions in a way that is best for all students and staff.

PERFORMANCE RESPONSIBILITIES MAY INCLUDE:

1. Keeps buildings and premises, including sidewalks, driveways and play areas neat and clean.
2. Shovels, plow and/or sands walks and steps as directed by the School Plant Operator.
3. Sweeps classrooms, dusts furniture, and cleans all chalkboards.
4. Cleans corridors after school each day and during the day.
5. Scrubs, hoses down and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains.
6. Washes all windows on both the inside and outside when directed by Plant Operator.
7. Keeps all floors in a clean and attractive condition and in a good state of preservation.
8. Report major repairs needed promptly to the School Plant Operator.
9. Removes garbage.
10. Other duties as assigned by the School Plant Operator.
11. Performs reasonable requests made by school personnel.
12. Cleans, stores and handles OCBE equipment properly.

13: Sub custodians will first communicate with the plant operator for tasks to complete. If it is the plant operator for whom they are subbing, they will refer to office staff (office manager, principal) for guidance.

TERMS OF EMPLOYMENT: Substitute custodians work on a day-to-day basis, as needed. They will be paid at an hourly rate of \$18.21/ hour.

Oldham County Board of Education

Adopted October 2025