Substitute Custodian

Summary: Responsible for maintaining a safe, secure, and clean working environment for the school.

Qualifications:

- High school diploma or GED
- 2-3 years custodial background with experience in cleaning.
- Must be at least 18 years of age.

To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. This is not an exhaustive list of all duties which may be required in any given assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Ensure the safety and cleanliness of building and grounds.
- Perform general housekeeping duties including flooring, lighting, trash removal, and restroom and furniture maintenance.
- Adhere to all requirements and safety procedures established by policies governing OSHA and the agency exposure control plan
- Clean, wax, and buff floors and halls as needed
- Provide building checks as assigned
- Unlock and secure building at scheduled times
- Operate general cleaning equipment inclusive of all electrical or battery-operated machinery
- Remove snow and ice to provide safety for staff, parents, and children
- Report building issues, concerns, and emergencies to supervisor immediately
- Physical capacity to perform regular kneeling, bending, or sitting
- Able to work with minimal supervision
- Ability to lift up to 50 lbs.

Other Duties and Responsibilities:

- Perform general maintenance and repairs to the building
- Secure appropriate materials to handle maintenance and repairs of the building
- Be responsible for set-up and maintenance for trainings and special events
- Be responsible for set-up and placement of furniture as assigned
- Perform other related duties as assigned by immediate supervisor and other management as required
- Ability to work as a team member

Evaluation: Building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above-listed responsibilities.

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To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:

F - Frequently

O - Occasionally

N - Not at all

PHYSICAL REQUIREMENTS:

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
O	**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
O	**Bending and Stooping:** Bending body downward and forward by bending spine at the waist. (1 hour per day)
F	**Climbing:** Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
O	**Climbing Stairs:** Ascending or descending stairs to gain access to a building or to move from one floor to another
O	**Crawling:** Moving about on hands and knees or hands and feet (__1/4_ hours per day)
F	**Light Carrying:** Physically transporting items weighing less than 15 pounds from one location to another
F	**Moderate Carrying:** Items weighing 15 to 44 pounds
O	**Heavy Carrying:** Items weighing 45 pounds and over
O	**Fingering:** Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
F	**Grasping:** Applying pressure to an object with fingers (including thumb) and palm
F	**Kneeling:** Bending legs at knees to come to rest on one or both knees (1 hours per day)
O	**Light Lifting:** Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
O	**Moderate Lifting:** Objects 15 – 44 pounds
O	**Heavy Lifting:** Objects 45 pounds and over
F	**Mobility Requirement:** Enough to perform building cleaning and maintenance
O	**Pulling Hand over Hand:** Using upper extremities to exert force to draw, drag, haul, or tug objects in a sustained motion (___1-4__ hours per day)
O	**Pushing:** Using upper extremities to press against something with steady force to thrust forward, downward, or upward (1-4 hours per day)
O	**Reaching Above Shoulder:** Extending hand(s) and arm(s) in any direction
O	**Repetitive Motion:** Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
O	**Sitting:** Particularly for sustained periods of time
F	**Standing:** (6 hours per day)
F	**Walking:** Moving about on foot, particularly for long distances (6 hours per day)
F	**Visual Requirement:** Enough to read product labels / MSDS sheets / notes (Examples: Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print)
F	**Hearing Requirement:** Enough to: ensure proper equipment operation (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)

O	**Other Physical Requirements:**

MENTAL REQUIREMENTS:

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
O	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
O	Ability to organize and prioritize work schedules of others on short-term basis
N	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
O	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
O	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
O	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
N	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
N	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
O	No mathematical ability is required

F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
O	Ability to compute, analyze, and interpret numerical data for reporting purposes
N	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
O	Is exposed to excessive noise
O	Is around moving machinery
O	Is exposed to marked changes in temperature and/or humidity
O	Is exposed to dust, fumes, gases, microwave
O	Drives motorized equipment
O	Works in confined quarters
	DEVICE OPERATION
F	List all computers, peripherals, and other hardware required to perform this job: Desktop computer and printer
O	List all computer software required to perform this job: Microsoft windows – office and internet explorer
O	List all office machines required to perform this job: Fax and copy machines
O	List all vehicles that must be operated to perform this job: Delivery box van
F	List any other machines (including heavy equipment) required to perform this job: Weed eater / Floor buffer / Vacuum / Carpentry tools / snow blower / lawn tractor
F	List all tools involving manipulation that are required to perform this job: Weed eater / Floor buffer / Vacuum / Carpentry tools / snow blower / lawn tractor