

Position:	Substitute Custodian
Term:	As Needed
Classification:	Classified
Qualifications:	High School Diploma/GED required 3-5 years related experience preferred
Supervisory:	No
Reports to:	Building Engineer Director of Facilities

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment. This position works on an as needed basis.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Dust, sweep, and/or mop floors as necessary.
- Wash windows and clean window sills.
- Care for and clean the grounds (watering and mowing grass, trimming shrubs, etc).
- Scrub, strip, wax floors as scheduled.
- Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc.
- Replace restroom supplies as needed.
- Set up tables, chairs, etc for school meeting, games, dances, and any other events.
- Report any damage to school property and report maintenance needs.
- Replace light bulbs and fluorescent tubes as needed.
- Follow established schedule.
- Load and unload supplies and equipment.
- Completed minor repair work as needed.
- Sweep exterior walkways and remove snow as directed.
- Relieve, assist, or fill in temporarily on other jobs as assigned by supervisor.
- Know location, proper care, and use of all firefighting equipment.

- Maintain security of the classroom and buildings.
- Check to make sure all doors are locked, windows are locked, and buildings are checked for fire hazards.
- Assist with routine maintenance during summer months.
- Report any trouble or problems relating to the heating or cooling systems immediately.
- Clean all tools, supplies, and equipment after each use and store in their proper place.
- Secure the building at end of shift.
- Perform light maintenance duties according to capabilities or as directed.
- Fill in as Building Engineer on a temporary basis in the absence of a Building Engineer.
- Carry out all other duties as assigned.

Skills and Abilities

Language

- An individual who holds this position must have the ability to:
- Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals in English
- Write routine reports and memos
- Respond to requests from staff members

Computation

- Ability to add, subtract multiply and divide using units of American money, weight, volume and distance.

Reasoning

- An individual who holds this position must have the ability to:
- Solve practical problems
- Interpret instructions given orally, or in writing by diagram or form

Technology

- Minimal use of technology is required including data entry into inventory records

Physical Demands

- While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.
- The employee is frequently required to reach, climb, bend, squat, stoop and kneel
- The employee continuously uses hand strength to grasp and use tools and climb ladders.
- The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines.
- Specific vision requirements include close and peripheral vision and depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.