

POSITION DESCRIPTION

TITLE:	Substitute Custodian	SUPERVISOR:	Building Services Manager
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Buildings and Grounds

I. Accountability Objectives:

The Substitute Custodian is responsible for daily, seasonal cleaning, and maintenance of School District Facilities and is employed through the Buildings and Grounds Department. The Substitute Custodian works on designated shift, receives verbal or written instructions, and performs general cleaning duties in the maintenance and upkeep of school buildings and grounds. Workload for individual position and minimum standards of cleaning are established. Work is subject to inspection during progress and upon completion. The Substitute Custodian is assigned work on a daily/weekly basis but may be assigned to any facility for coverage on all shifts. Receives building assignments and directions directly from the Buildings and Grounds office or the Building Service Manager. The Custodian demonstrates professional behavior, promoting positive relationships with students, staff, public, and peers.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: Limited Term
Work Day: 8 hour shift as assigned

III. Position Relationships:

Reports to: Building Services Manager
Coordinates with: Lead custodian, building principal, Director of Buildings and Grounds, and Buildings and Grounds Secretary

IV. Position Qualifications:

A. Required Qualifications:

1. High School diploma or GED equivalent.
2. Must be able to read and interpret instructions, product use directions, warning labels and other information written in English.
3. Entry-level knowledge of cleaning methods.
4. Must pass District back ground check.

B. Desired Qualifications:

1. Maintenance or craft skills
2. Ability to work at heights
3. Ability to grow and learn for assimilation into FTE workforce.
4. Basic computer skills

C. Special Requirements:

1. Ability to interact constructively with public and staff at all levels.
2. Ability to receive constructive criticism.
3. Ability to work independently without direct supervision.

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D. Environmental/Physical Requirements:

1. Requires standing and walking on hard surfaces.
2. Requires work in the presence of mechanical and equipment noise.
3. Requires lifting of up to 75 pounds.
4. Requires working from ladders.
5. Requires adapting to rapid changes in temperature.
6. Requires working safely with cleaning chemicals.

V. **Position Responsibilities:**

- A. Sweeps, mops, scrubs and polishes floors; washes walls, windows, and woodwork; dusts, polishes, arranges and moves furniture and equipment.
- B. Vacuums and extracts carpeting.
- C. Operates selected custodial cleaning equipment.
- D. Cleans restrooms and replenishes supplies.
- E. Maintains supplies and selected custodial equipment.
- F. Removes rubbish and wastepaper from buildings and grounds.
- G. Removes snow and ice from steps, walks, intersections and fire hydrants.
- H. Assists staff and students of the school in matters of safety and health.
- I. Sets up equipment, chairs, risers, choral equipment, bleachers for school and public events.
- J. Implements District security measures.
- K. Performs other related work as the individual job requires

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*New: May, 2015
Revised:*