

**Roswell Independent School District
Job Description**

Job Title: CUSTODIAN SUBSTITUTES

Reports To: SUPERVISOR OF CUSTODIAL SERVICES AND MAINTENANCE

General Job Description:

The job of Custodian is to provide support to designated campuses, maintain an attractive, sanitary and safe facility for students, staff and public at district facilities; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability.

Essential Duties and Responsibilities:

1. Arranges furniture and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
2. Cleans assigned school properties and facilities (e.g. classrooms, offices, restrooms, corridors, carpets, removes graffiti, windows, walls, bleachers, stage, locker rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment at a School or District Office.
3. Cleans used facility after extracurricular activity or athletic event.
4. Distributes supplies and equipment (e.g. fill soap dispensers, towel/toilet paper dispensers, packages, furniture, TV/VCR carts, etc.) for the purpose of disseminating materials to appropriate parties.
5. Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
6. Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly stock facilities.
7. Prepares facility for daily operations, extracurricular activities and athletic events as may be required (e.g. raising flags, opening gates, sweep/shovel/remove snow and sand walks, building access doors, etc.) ensuring facilities are operational and safe for occupancy.
8. Reports to immediate safety and/or operational concerns (e.g. facility damage, injury and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functional educational environment.
9. Assume responsibility for building security, (e.g. lock doors, turn off lights, take down flags, etc.) to minimizing property damage, equipment loss, and potential liability to the district.
10. Perform emergency minor repair and cleaning as necessary.
11. Wear protective wear as directed when cleaning up body fluids.
12. Use all chemicals exactly as directed by container labels.
13. Work cooperatively with colleagues, supervisors, and administrators.
14. Demonstrate ethical behavior.
15. Follow district policies and administrative rules and regulations.
16. Maintain behavior appropriate to performing and accomplishing assigned duties.
17. Project over-all concern for personal appearance as it relates to job performance.
18. Carry out assignments and instructions from supervisor(s) in a competent and efficient manner.
19. Maintain exterior of buildings and grounds in such a manner so they are free of trash and debris.
20. Water and care for lawn areas as directed.
21. Report electrical and mechanical problems of the building to the Maintenance office.
22. Perform manual physical labor, lifting and moving materials, furniture, equipment, and supplies.
23. Maintain assigned uniforms, equipment, tools and custodial closets in operable, safe and attractive status.
24. Account for supplies, materials, and equipment as required.
25. Install light bulbs as needed.
26. Complete records and reports as required in a timely manner.
27. Use technology for management (work, orders, e-mail, etc.).
28. Perform any other duties as assigned by the immediate supervisor, principal, and/or Superintendent.

Supervisory Responsibilities:

Coordinates janitor helper (s) (e.g. assignments, timesheets, allocation of funds, training) for the purpose of ensuring work assigned is completed, efficiently and effectively.

CUSTODIAN SUBSTITUTES (CONT'D)

Qualifications:

1. High School diploma or GED preferred.
2. Ability to work with large numbers of co-workers, students, and staff and maintain a positive attitude.
3. Prefer experience in custodial work or related field.
4. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
5. Valid Drivers' license and Car Insurance.

Ability To:

1. Schedule activities; collate data; and consider a number of factors when using equipment.
2. Flexibility is required to work with others in a variety of circumstances.
3. Work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods.
4. Ability is also required to work with a wide diversity of individuals; work with specific job-related data; and utilize a variety of job-related equipment.
5. In working with others, problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited.
6. Specific abilities required to satisfactorily perform the functions of the job include; adapting to changing work priorities.

Physical Requirements:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
3. Work overhead, in tight areas, off of ladders, at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to move and operate vacuums, buffers, and other custodial related equipment.
6. Work safely from ladders.
7. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people, if at all possible.
8. Ability to move furniture.
9. Full mobility of fingers/hands.

Safety and Health:

1. Wear protective eye wear when assigned yard maintenance (e.g. mowing, edging).
2. Read, understand, and observe all precautions, and proper methods of use on all chemicals, equipment, tools and materials.
3. Complete all required training.
4. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Hand tools, equipment chemicals, vacuums, buffers, ladders, platforms, and materials particular to this trade skill.

Work Environment:

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working outside in the extreme heat of the summer, to comfortable building, to working outside in very cold temperatures. Work schedule will depend on assignment. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. Must be able to work under stressful conditions. Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine.

CUSTODIAN SUBSTITUTES (CONT'D)

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date