



REVISED:  
07/12/2004

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| JOB TITLE:             | SUBSTITUTE CUSTODIAN     |
| DIVISION               | AS ASSIGNED              |
| SALARY SCHEDULE/GRADE: | VI, GRADE 39             |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | EXEMPT                   |
| JOB CLASS CODE:        | 8883                     |
| BARGAINING UNIT:       | Sub C                    |

| SCOPE OF RESPONSIBILITIES  |
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| Temporarily replaces normally assigned custodian, as required, to provide efficient, quality cleaning (housekeeping) tasks for school/office buildings under supervision in accordance with established standards and methods. |

| PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA  |
|---|
| Cleans offices, classrooms, restrooms, corridors, windows, walls, etc., in accordance with established procedures |
| Uses/operates vacuum cleaners, floor machines, wet/dry pick ups, etc  |
| Follows proper usage instructions and dilutions ratios of cleaning chemicals and custodial products               |
| Polices grounds, walks and other outside areas  |
| Is responsible for the care and cleanliness of tools and equipment assigned for use                               |
| Willingness to work in different assigned locations and provide own transportation to the work site               |
| Ability to follow written instructions  |
| Performs other duties as assigned by supervisor   |

| PHYSICAL DEMANDS  |
|---|
| The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases. |

| MINIMUM QUALIFICATIONS  |
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| High School Diploma or G.E.D.   |
| Ability to perform basic commercial cleaning (housekeeping) tasks and use/operate commercial cleaning equipment |
| Effective communication skills  |

| DESIRABLE QUALIFICATIONS |
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