

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Elementary Custodial Substitute
Supervisor's Title Custodial Supervisor
Date Prepared 3/99 Date Reviewed _____ Date Reviewed _____
Employee/Incumbent Review Immediate Supervisor Review GCEA Review
Dept Aprvl _____ HRM Aprvl _____ Superintendent Aprvl _____
Location _____ Lane _____
Implementation Date _____ ADA Review _____

Job Summary

Replaces regular elementary custodial staff members when on vacation or sick leave for up to 16 days. This involves taking over regular custodial duties and responsibilities including keeping school premises in a clean and orderly condition, performing various custodial duties.

Essential Functions

Under direction of the custodial supervisor:

1. Performs general clean-up of all facilities. (sweeps, mops, scrubs, polishes , vacuums, extracts and so on, halls, offices, classrooms, restrooms , garbage and trash, walls, lunchroom, gymnasium, auditorium, etc.)
2. Maintains gymnasium floors, stages, exercise rooms, swimming pools, lunchrooms, heating and air conditioning systems, or any other specialized tasks as appropriate.
3. Waxes, seals and sometimes refinishes various floors in the building. Works with MSDS regulated material and under Hazard Communication guidelines. May be exposed to biohazard waste during clean-up involving human blood.
4. Prepares and sets up rooms for special meetings, parties or various other activities and cleans up afterwards which involves arranging seating, furniture, lights, sound, etc. May work extra hours to accommodate after school activities and functions.
5. Maintains school grounds. (removes snow, ice and debris, cuts, trims trees and shrubs, weeds, mows, rakes, waters, sweeps and so forth).
6. Performs periodic major cleaning projects such as scrubbing walls, ceilings and woodwork, painting rooms, and so on.
7. May direct activities of hourly personnel.
8. Must be able to work an 8 hour shift with two 10 minute breaks within this time period and comply with Granite District attendance policies. At minimum, a one-half hour unpaid lunch break is provided.
9. Secures building against vandalism, locks and unlocks doors, turns off light switches and generally patrols the building and grounds. Handles problems as they arise.
10. Performs minor repairs as able. (i.e. windows, doors, switches, desks, tables, equipment and appliances, sinks, toilets, blinds, minor electrical and plumbing, walls, repair effects from minor break-ins and other vandalism, etc.) May assemble new equipment for others.
11. Maintains and cleans boilers.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

The Elementary Custodial Substitute should be skilled in the use of hand tools, small tools, gardening tools, cleaning supplies and equipment (brooms, mops, etc.), power cleaning equipment (vacuum, floor polisher), power equipment (snow plow, lawn mower), heating plant, ventilating system, ladders and scaffold, pipe, wire, building materials, and electrical. Should have the ability to communicate with coworkers. General knowledge of sprinkling systems, fire alarm systems, and security systems needed. Knowledge of materials used in cleaning required.

Minimum Entrance Requirements for Training

Requires a high school diploma, or equivalent.

Minimum Entrance Requirements for Prior Experience

To perform adequately in this position an individual needs a minimum of six months on-the-job experience with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Responsible for proper use materials and equipment, plus the assigned area of the building with respect to cleanliness and is held accountable for performance in these areas. This job requires some public relations responsibility in dealing with parents and students. Responsible for reporting security problems.

Interaction with Others (Non-Supervisory)

Responds to requests from Principal, secretaries, and teachers. Interacts with the public during functions at the school.

Supervision

Supervises the work of hourly personnel.

Working Environment

General elementary school working conditions. Seasonal work presents some discomfort. Hazard exists when using power equipment, ladders, scaffolds, mopping and using buffers on wet floor, and when working with chemicals. Often exposed to inclement weather. Main tasks must be completed with frequent interruptions. May respond to emergencies after hours when needed.

Physical Demand Characteristics

Most lifting is not over 100 lbs. Repetitive or sustained physical effort required.