

**Custodial Support Substitute
New Hanover County Schools**

Job Description

Class: Classified
Dept: Maintenance Operations

TITLE: Custodial Support Substitute

QUALIFICATIONS:

1. High School degree or equivalent.
2. Experience with cleaning work, knowledge of cleaning methods, materials and equipment.
3. Valid North Carolina driver's license.

REPORTS TO: Custodial Administrator or School/Site Administrator

JOB GOAL: To perform a variety of cleaning and minor maintenance tasks according to an established cleaning schedule.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follows all rules policies and procedures of New Hanover County Schools, along with state and federal regulation pertaining to school facilities.
2. Serves as a temporary substitute custodian at schools/departments.
3. Scrubs, dusts, sweeps, mops, vacuums, waxes and polishes floors in rooms, hallways and closets.
4. Washes windows, blinds, woodwork, walls and other surfaces.
5. Scrubs and cleans restrooms; replenish tissue, towels, and soap.
6. Empties wastebaskets and other trash receptacles.
7. Picks up paper or other trash in school buildings or on school grounds.
8. Moves/arranges equipment, supplies or furniture as directed.
9. Reports to supervisor damages or needed repairs requiring outside attention.

10. Replaces light bulbs and florescent tubes as needed; changes ceiling tiles.
11. Performs other cleaning/maintenance tasks as requested by the Custodial Administrator or school/site administrator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Temporary, as needed substitute

Starting Salary and/or Grade: Grade 55 hourly

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate with persons at all levels.
- Demonstrates functional knowledge/skill of the tools, materials, cleaning agents and methods to utilize in various phases of custodial work.
- Demonstrates the ability to accurately follow written and oral directions.
- Ability to climb ladders of various heights.
- Ability to perform moderate physical labor.
- Ability to lift and carry up to 50 pounds, push/pull 75 pounds.
- Ability to stand and walk 100% of the time without fatigue or discomfort.
- Ability to accept constructive criticism.
- Sufficient strength and dexterity to perform all required tasks.