

POSITION TITLE: Substitute Custodian

QUALIFICATIONS: Any combination of education or experience equivalent to completion of the ninth grade and some successful experience in public building custodial work, janitorial or housekeeping work. Must have a good knowledge of the methods, materials, and equipment used in custodial work and good knowledge of the basic operation of various parts of heating and air-conditioning equipment. Must have the ability to observe and report needs for maintenance and supplies and the ability to carry out simple written and oral instructions. Must have the ability to work in a cooperative manner with administrators, school staff, students and the general public. Must have sufficient strength, agility and dexterity to perform all required tasks and the ability to work out doors in different temperatures. Bilingual skills to include Spanish are a plus.

PERFORMANCE EXPECTATIONS: Helps to maintain a clean and safe school environment by cleaning building interiors, dusting assigned areas and washing windows, doors, and ceramic tile on a daily basis. Mops halls and floors and assists in stripping and waxing floors as assigned. Vacuums and sweeps assigned areas daily, empties trash daily and adjust shades or blinds daily. Cleans chewing gum, candy and other substances from floors, walls and cleans light fixtures as assigned. Washes drinking fountain daily and keeps assigned bathrooms clean throughout the school day. Checks paper towels, toilet tissue and hand soap dispensers on a daily basis to ensure a constant full supply. Collects and empties trash receptacles of various capacities daily; transports large receptacles to outdoors units (dumpsters) and empties. Mows lawns, rakes leaves, and shovels snow from sidewalks, driveways and parking lots as required. To ensure efficient space utilization, moves, transports, delivers, stacks, and shelves equipment, supplies, books and furniture. Transports and arranges furniture and equipment in the building for classroom use, cafeteria use, meetings, workshops, etc. Assists in cleaning the cafeteria as assigned and closes all windows in assigned area daily. Helps to maintain a clean and safe school environment by performing necessary grounds maintenance to include policing the school grounds for trash, trimming bushes/shrubbery, edging sidewalks/curbs, cleaning out and weeding flower beds, and putting down mulch. Sweeps sidewalks and bus ramps and keeps area around dumpster neat and clean. Assists with minor, user level repairs to the interior, furnishings and environmental equipment in the school building. As required climbs a ladder and changes light bulbs and performs other minor maintenance. Cleans light fixtures and performs other cleaning activities using various different types of ladders. Opens and closes the school building when assigned by following the necessary procedures, performing the necessary checks and setting alarms and securing all doors. Performs other related tasks as required.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs responsible unskilled work in the care, cleaning and maintenance of school buildings and does related work as required. Work is performed under regular supervision. This is light to medium work requiring the exertion of up to 50-75 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires constant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas. Hearing is required to perceive information at normal

spoken word levels. Visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, operation of machines, and observing general surroundings and activities. The worker may be subjected to inside and outside environmental conditions, noise, vibration, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

REPORTS TO: Custodian Crew Leader or Labor Trades Crew Leader

PAY SCHEDULE: Non-contracted

LENGTH OF CONTRACT: Temporary / Can be terminated at any time by Richmond Public Schools

FLSA: Non-exempt