

TITLE: **PERMANENT SUBSTITUTE CUSTODIAN**

QUALIFICATIONS: Must pass physical exam
Must demonstrate aptitude or competence for assigned responsibilities
Must follow all rules and regulations set forth by administration

REPORTS TO: Building Principal

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop

PERFORMANCE RESPONSIBILITIES:

1. Reports for duty during student attendance days to the Building in need as directed by Central Office.
2. Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times.
3. Shovel, salt walks, driveways, parking areas and steps as appropriate.
4. Sweeps classrooms daily, dusts furniture and spot or wet mops as needed.
5. Cleans corridors after school each day.
6. Scrubs, hoses down, disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside as required.
8. Cleans all whiteboards/chalkboards at least once a week.
9. Reports major repairs needed to the Custodian on duty.
10. Reports immediately to the Custodian any damage to school property.
11. Moves furniture or equipment within buildings as required for various activities and as directed by the Building Principal.
12. Empties trash daily and complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.

TERMS OF EMPLOYMENT: 174 Student Attendance Days during school year
This position is not part of the Custodial Bargaining unit, shall receive the same hourly pay rate as other substitute custodians but is eligible for appropriate benefits such as insurance and IMRF participation.

EVALUATION: Performance of this job will be evaluated quarterly.

Approved: 11/1/2017