



**Job Title:** Classified Staff Substitute

**Reports To:** Building Principal / Nutrition Services Manager / Head Custodian (depending on assignment)

**Work Location:** Various District Sites

**Schedule:** As Needed, On-Call

### **Position Summary**

The Classified Staff Substitute provides versatile support across the school district in administrative, nutrition services, and custodial areas. This position is called on as needed to ensure smooth and efficient school operations, contributing to a safe, welcoming, and healthy environment for students, staff, and families. Flexibility is key, as assignments may vary daily depending on district needs.

### **Key Responsibilities**

Administrative Support Duties (as assigned):

- Greet and assist students, parents, staff, and visitors in a professional manner.
- Answer phones, route calls, and provide information or take messages.
- Perform general office tasks such as filing, copying, scanning, and data entry.
- Assist with mail distribution, records management, and student supervision.
- Maintain confidentiality of student and staff records at all times.

Nutrition Services (Kitchen) Duties (as assigned):

- Assist with preparing, portioning, and serving meals.
- Set up serving areas, restock food and supplies, and record meal counts.
- Follow all food safety, sanitation, and allergen-control procedures.
- Wash dishes, utensils, cookware, and clean kitchen surfaces.
- Assist with food storage, labeling, and inventory rotation.

Custodial Duties (as assigned):

- Clean and sanitize classrooms, cafeterias, restrooms, offices, and common areas.
- Sweep, mop, vacuum, and perform other floor care duties.
- Empty trash and recycling containers; replace liners.
- Assist with setting up or tearing down furniture and equipment for events.
- Perform light maintenance tasks and report facility issues to the supervisor.
- Ensure facilities are safe, orderly, and ready for student and staff use.

### **Qualifications**

- High school diploma or equivalent required.
- Previous experience in office, food service, or custodial work preferred, but training is provided.
- Flexibility to adapt quickly to different assignments and work environments.
- Strong communication and teamwork skills; ability to follow instructions accurately.
- Ability to maintain professionalism, confidentiality, and positive relationships at all times.
- Physical ability to lift up to 40 pounds, stand and move for extended periods, and operate custodial or kitchen equipment as required.
- Basic computer skills preferred for administrative assignments (email, spreadsheets, word processing).

### **Work Environment**

- May work in an office, kitchen, cafeteria, classrooms, or other school facilities depending on daily assignment.
- May involve standing, lifting, bending, cleaning, or use of office/kitchen/custodial equipment.
- Regular interaction with students, staff, and the public.

### **Compensation**

- Hourly wage based on district substitute pay scale.