



Granite City Community Unit School District #9

Adam Garrett, Ed.D. | Executive Director of Human Resources

JOB DESCRIPTION

Position Title: Substitute Custodian

Hours: As needed; up to 8 hours/day

Location: TBD

Reports to: Building Principal and Supervisor of Facilities Management

FLSA Class: Non-Exempt

Pay: <https://www.gcsd9.net/district/employment-1/employment-opportunities/substitutes>

Summary

This position is responsible for providing an atmosphere that is conducive to the learning situation, maintaining high standards of cleanliness, and performing preventive maintenance on equipment. This position is on-call to provide custodial services as needed.

General Duties

1. Dust mop the gym floor, stage, and bleachers.
2. Dust mop and wet mop classroom floors and hallways.
3. Vacuum rugs and carpet floors.
4. Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
5. Assist with removing snow as needed and where appropriate.
6. Check daily to ensure that all exit doors are locked and all panic bolts are working properly.
7. Survey classrooms daily and dusts appropriate furniture, files, bookcases, and windowsills.
8. Scrub, mop, and disinfect restroom toilets and floors daily.
9. Clean all sanitary fixtures and drinking fountains daily.
10. Wash all interior windows daily. Classroom windows and exterior windows should be cleaned as needed.
11. Help keep grounds free of rubbish.
12. Clean chalkboards/marker boards and trays daily.
13. Report any major repairs needed to the Building Principal and Supervisor of Facilities Management.
14. If assigned, assume responsibility for cleaning and mopping the cafeteria floors and kitchen floors.
15. Clean all cafeteria chairs, tables, and benches daily.
16. Move furniture or equipment within buildings as required for various activities, as directed by the principal.
17. Comply with local laws and procedures for the storage and disposal of trash and waste.
18. Perform emergency repairs and/or cleaning services as needed.
19. Keep storage rooms neat and orderly. Dispose of all cardboard.
20. Order and receive custodial supplies when necessary for assigned building.
21. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
22. Adhere to all rules, regulations, policies and practices of the Board of Education and to all state and federal regulations which are applicable to custodial operations.
23. Perform other duties as may be assigned by the Building Principal or Supervisor of Facilities Management.

Qualifications

1. General knowledge of cleaning supplies and equipment.
2. Ability to understand and follow basic oral and written instructions.
3. Enforce school regulations and policies in a professional manner.
4. Ability to maintain good working relationships with fellow employees and pupils.
5. Ability to be on your feet for long periods of time.
6. Must be able to lift up to 100 lbs, carry up to 50 lbs, and push/pull up to 50 lbs.



Granite City Community Unit School District #9

Adam Garrett, Ed.D. | Executive Director of Human Resources

Scheduling

The work hours for this position are on an as-needed basis to cover a regular custodian's absence. The schedule is subject to change with district demands and may require working on weekends or holidays for the continued operation of the school. Overtime is required upon request.

Terms of Employment: As-needed.

Created: 09/15/2025