

Custodial Substitute

DEPARTMENT:	Custodial	REPORTS TO:	Head Custodian Custodian Manager
WORK SCHEDULE:	As Needed	COMPENSATION:	\$16.80/hour
FULL/PART TIME:	As Needed	FLSA STATUS:	Non-exempt

Position Description

The Substitute Custodian plays a vital role in maintaining a clean, safe, secure, and healthy learning environment for students, staff, and visitors at Kirkwood. This position requires a dedicated individual who takes pride in their work and enjoys contributing to a positive school community.

Task Title	Essential Job Functions	Percent of Time Spent
Cleaning- Interior, Exterior	• Clean classrooms, bathrooms, hallways, offices, commons, theaters, gymnasiums • Sweep, mop, vacuum floors, dust, sanitize and polish furniture • Empty trash and recycling • Clean the cafeteria and monitor cleanliness during and between eating times. • Maintain cleanliness of property • Attend to outer building envelop (structure, windows, landscaping) and sidewalks • Assist students, staff, and community members by responding to cleaning calls • Complete deep cleaning in the summer	75%
Setup and transport	• Prepare facility for special events (assemblies, staff PD) • Unload and verify deliveries to the buildings • Move furniture, reset lockers, pack and transport classroom items (summer work)	15%
Safety and Security, Monitoring	• Conduct routine maintenance (change lights, replace filters, tighten chairs/table) • Ensure security of building by locking doors, windows, and monitoring safety systems • Monitor cleaning supplies • Monitor and replace supplies in restrooms, kitchens, and classrooms	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A not responsible for supervising employees

- **Supervisory Activities:** None.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education:** High School Diploma or GED
- **Previous Work-Related Experience:** None
- Ability to lift/move or carry up to 50 pounds.

Preferred

- One or more years of experience in a custodial or cleaning setting.
- Ability to work independently and take initiative

Knowledge & Skills

Knowledge

- **Basic:**
 - Principles and practices of cleaning and sanitation
 - Skilled trades and construction: Materials, methods, and the tools involved in the construction or repair of buildings or other structures.
- **Intermediate:**
 - Proper procedures for reporting and resolving maintenance issues
 - Machines/Tools: Machines and tools, including the operation, repair, and maintenance of custodial equipment.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization including the safe handling of cleaning chemicals and materials.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Service Orientation
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active Listening, Speaking and Communication, Monitoring, Management of Material Resources, Time Management, Social Perceptiveness, Equipment Selection
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reading Comprehension, Writing, Active Learning, Critical Thinking, Coordination, Negotiation, Equipment Maintenance, Operation Monitoring
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Persuasion, Judgement and Decision-making, Installation, Repairing, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking, Repetitive Motion,

- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):**
Crouching/Kneeling, Lifting, Pushing/Pulling, Reaching, Hearing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing, Carrying/Lifting, Climbing, Multi-limb coordination, Color vision
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Sitting, Standing, Finger Dexterity

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024