

POSITION: Substitute Custodian

REPORTS TO: Maintenance Supervisor or Building Principal

LENGTH OF SERVICE: 8 hours per day

COMPENSATION: Hourly rates and fringe benefits as established by the Board of School Trustees

POSITION REQUIREMENTS:

1. High School Diploma or its equivalent
2. General understanding of janitorial skills.
3. Ability to perform manual labor.
4. Ability to communicate with students, parents, patrons, and teachers
5. Pleasant personality.
6. Ability to establish and maintain effective working relationships with supervisors and other staff.
7. Ability to read and follow directions.
8. Represents the Shoals Community School Corporation in a favorable manner to the public.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for unlocking and locking buildings as assigned.
2. Assumes the responsibility for reporting any malfunction or needed repair within the building to the appropriate authority.
3. Assumes responsibility for the cleanliness of the hallways, classrooms, and restrooms as assigned.
4. Assumes the responsibility for the care and security of janitorial supplies.
5. Insures that the floors are clean and dry to prevent accidents.
6. Insures that the restrooms and locker rooms are clean and sanitary as assigned.
7. Performs overall routine cleaning to insure that all aspects of the building reflect a positive impression.

8. Makes routine repairs not requiring special knowledge or equipment.
9. Assumes the responsibility for the care and cleanliness of janitorial closets and storage areas.
10. Helps to maintain a safe and clean learning environment.
11. Organizes materials in order to clean in an efficient manner.
12. Performs other tasks as assigned by the principals and/or maintenance supervisor.

NOTE: Each building principal or maintenance supervisor will have specific duties and assignments Outlined for each custodian. (Shift Outlines kept in Central Office)