Custodian Substitute

Rev July 2025

Reports to: Supervisor/Director

Dept./Campus: Assigned Campus

Status: Non-Exempt

Paygrade: Hourly

Term: On-Call-As-Needed

PRIMARY PURPOSE:

Clean and maintain district facilities using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

MAJOR RESPONSIBILITIES AND DUTIES

- **Cleaning**
  - Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms
  - Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean
  - Comply with local laws and procedures for storage and disposal of trash
  - Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed
- **Maintenance and Repair**
  - Assist with lunchroom set-up, including arranging tables and chairs
  - Perform preventative maintenance to ensure the comfort, health, and safety of students and staff. Make minor building repairs as needed and report major repair needs to Supervisor
  - Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity
  - Move furniture or equipment within building as directed by Principal
  - Assist in setting up facilities for special events
  - Perform all other duties as assigned
- **Safety**
  - Assist with opening and closing building each school day checking to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy. Follow established procedures for locking, checking, and safeguarding facilities
  - Inspect machines and equipment for safety and efficiency
  - Follow established safety procedures and techniques to perform job duties, including lifting, and climbing. Operate tools and equipment according to established safety procedures
  - Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to Supervisor

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- None Specified

Knowledge/Skills/Abilities:

- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Knowledge of minor repair techniques and building and grounds maintenance
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies

Mental/Physical/Environmental Demands:

- Equipment; Buffer, Stripper, wet and dry vacuum cleaner, electric drill, hand tools, and shampooer
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching
- Heavy lifting and carrying (45 pounds and over) on a daily basis
- Work inside and outside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours
- Maintain emotional control under stress

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