



TITLE: Substitute Custodian

DEPARTMENT: Office of Operations

REPORTS TO: Director of Operations

RECEIVES GUIDANCE FROM: Operations Administrative Support, Senior Leadership, Building Custodians, and Teachers

BASIC FUNCTION (BF1): Assist with the supervision and safety of students while on the bus. Provide custodial and maintenance services to the campus to ensure cleanliness, health and safety standards are met. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the operations department. This position requires continuous use of independent judgment

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of “Regardless of who you are or what your story is, you can learn and be loved here.”
2. Exhibits essential dispositions and ownership of the district vision of “Creating compassionate competent problem solvers.”
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 1. Empathic
 2. Motivated
 3. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-9 and 1-23): *Demonstrated Experience or Willingness to Acquire Skills*
Custodian

1. Assists with maintenance work at the campus
2. Collaborates and consults with the custodial leadership, campus leadership, and district leadership
3. Maintains animated hospitality aligned with our core values with students, parents, faculty and community
4. Makes recommendations to improve service and ensure a more efficient/effective operation
5. Request supplies and equipment to complete required responsibilities
6. Cleans all assigned areas of the campus to ensure health standards are met
7. Effective use of work time and resources
8. Cleaning of upholstery and carpets with necessary equipment
9. Examines building and reports the needs for repairs of failed equipment
10. Maintaining of required equipment
11. Providing dusting services as needed

12. Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary
13. Empty wastebaskets and transport other trash and waste to disposal areas
14. Request repair work as discovered and report needs immediately for repairs and maintenance
15. Move and arrange furniture as required
16. Keep equipment and work area clean and neat
17. Reports to work each day in appropriate and clean attire
18. Works in all types of weather conditions
19. Attend professional learning, meetings, and required trainings as directed
20. Assist in maintaining exterior areas of the campus as directed such as lawn care, snow removal, and cleaning
21. Assist in laundry work as directed
22. Replace lighting equipment as needed including bulbs/lamps
23. Other assignments as may be directed by the Head Custodian or the Director of Operations.

ABILITIES (A1):

This position will require physical demands that include constant standing, walking, bending/stooping, and climbing. There will be frequent, reaching/pushing/pulling, extreme temperatures/humidity conditions, inside/outside work conditions, and lifting of up to 25 pounds. There will be occasional, carrying of 10 feet, and lifting of 25-75 pounds and 50-75 pounds, and sitting. In emergencies there may be a need to lift 75-100 pounds.

KNOWLEDGE AND EDUCATION (KE1-11 and KED1-3):

Required:

1. High School Diploma or GED
2. Eighteen (18) years of age or older
3. Meet requirements for trainings/screenings and professional learnings set by the district and State of Iowa
4. Working knowledge of city and school locations
5. Utilize computers to read district/office communications and to take required online training courses
6. Ability to use good judgment

Desired:

1. Successful work or volunteer experience with students and children
2. Supervisory experience with school age children
3. Experience working in the custodial or maintenance fields
4. National Career Readiness Certificate (NCRC)

POSITION INVENTORY: Classified

FLSA STATUS: Non-Exempt

FT/PT: PT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

_____ * Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 11-16-18

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein