

WAYNE COUNTY SCHOOLS  
JOB DESCRIPTION

**Position:** DAY-TO-DAY SUBSTITUTE CUSTODIAN

**Evaluated by:** Principal

**Job Description:** Personnel employed to keep building clean and free of refuse.

**Qualifications:**

1. High school diploma or TASC required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to do manual labor.

**Minimum Physical requirements:**

1. **Able to lift materials etc. up to 50 lbs. and 50-75 lbs. occasionally with assistance.**
2. **Ability to move chairs and cafeteria tables on a daily basis.**
3. **Ability to work safely from heights on ladders.**
4. **Ability to stoop, reach, stand, walk, lift, pull and push.**

**Length of Employment:** Day-to-Day Substitute as needed

**Responsibilities:**

1. Daily sweep, dust, mops, or buff areas of the building assigned.
2. Daily clean and sanitize all plumbing fixtures and drinking fountains in assigned area.
3. Daily remove all waste and trash from assigned areas.
4. Daily vacuum carpeted areas and assist in wet cleaning these areas when appropriate.
5. Sweep sidewalks and remove debris from grounds as required. Cut grass and remove snow when necessary.
6. Wash windows and wax floors.
7. Reports needed repairs or problems encountered in assigned area to the Principal.
8. Insures that unnecessary lights are turned off to conserve electricity.
9. Maintains positive work habits.
10. Performs duties efficiently and productively.
11. Maintains and/or upgrades job-related skills.
12. Performs other related duties as assigned by supervisor or principal.
13. Develops and maintains a safe work environment at all times.
14. Must acknowledge and sign the Drug-Free Workplace Policy.

**Salary:** Pay Grade: .....A