



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Substitute Custodian
Payroll/Personnel Type:	12 Month
Reports to:	Building Commissioner and/ or Designee
Shift Length:	8 Hour Day
Union Eligibility:	Eligible

Position Summary:

The Substitute Custodian, on an as needed basis, provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of facilities. Primary responsibility is for the effective use of proper methods, use chemicals and materials in maintaining cleanliness, appearance and sanitation. To accomplish these tasks the Custodian must work closely with the supervisor, staff and administration of St. Louis Public Schools.

Essential Functions:

- Provide a safe, attractive, comfortable, and clean environment that is conducive to learning and ensures full and productive use of district facilities
- Excellent interpersonal skills to work harmoniously with teachers, staff, and community
- Willingness to follow written, verbal and demonstrated instructions
- Cleans sweeps, mops and scrubs floors, stairways and hallways
- Dusts and cleans furniture, equipment, fixtures, windowsills, railing, chalk rails and blackboards
- Polishes brass
- Gathers and removes wastepaper from the building
- Scrubs and disinfects toilets, wash bowls, urinals and washroom fixtures, and replenishes washroom supplies
- Move and arrange furniture
- Replace fluorescent light bulbs, clean fixtures, receive supplies and transport to proper location
- Removal of snow from walkways
- Cut and water grass
- Dispose of trash around school and other buildings
- Clean windows inside and outside of building using high step ladder and safety equipment as required by regulation
- Move and arrange furniture
- Replaces fluorescent light bulbs, clean fixtures, operate elevators in a relief capacity
- Receive supplies and transport to proper location
- Removal of snow from walkways, entrances/exits, stairs - (Weekends & Holidays)
- Dispose of trash around school and other buildings
- Operate and maintain equipment such as scrubbing machine, wet/dry vacuum and snow blower
- Mobility to move in and around the school/building to perform work assignments
- Knowledge of floor care and ventilating equipment
- Some knowledge of the methods, materials and equipment ordinarily used in cleaning public buildings
- Ability to learn routine repetitive tasks quickly
- Physical strength to perform heavy manual work

Knowledge, Skills, and Abilities:



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- Ability to utilize the methods, materials and equipment ordinarily used in cleaning public buildings
- Ability to implement and apply necessary safety precautions involved in custodial work
- Ability to understand safety issues related to use of chemicals & understand use of Material safety Data Sheets (MSDS)
- Ability to establish and maintain effective working relationships with other custodial employees, faculty, students and general public
- Ability to maintain routine records and prepare reports
- Knowledge of Microsoft applications and email capabilities

Experience:

- Three (3) years of experience in Custodial/housekeeping equivalent combination of training and experience

Education:

- High School Diploma or Equivalent (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 60 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body throughout a 4-hour shift
- Standing, walking, sitting, climbing, stooping or crouching, kneeling, reaching, pushing, grasping, talking and hearing
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus

Working Conditions and Environment:

- Work is routinely performed both inside/outside
- Must be able to withstand extreme temperatures as well as potentially hazardous environments
- Must be physically able to wear dust mask/respirator and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.