

# Pittsville School District

## Position Description

Title: Substitute Custodian

Reports to: Facility Manager

Description: This is an hourly position (Hour's will vary due to facility needs)

Function: To fill in for fulltime staff.

### Qualifications:

Willingness to learn all custodial procedure required for assigned tasks.

Ability to learn and become proficient in the use of all equipment required for assigned tasks.

Be able to work flexible hours.

Able to maintain composure at all times in the District.

Interact pleasantly with students and staff.

Be able to lift at least 75 pounds.

Have the ability to read and interpret all chemical mixing and usage instructions.

Willingness to accept constructive criticism.

Ability to work designated shifts with no use of tobacco products (smoke free campus)

No criminal record.

### Responsibilities:

- Maintain scheduled areas with high quality and attention to detail and as documented in inspections conducted by manager or designee.
- Maintain equipment and storage/work spaces in clean and orderly fashion.
- Complete all scheduled tasks within allotted time.
- Work every day scheduled.
- Respond pleasantly and cooperatively to suggestions and comments from others including Management staff.
- Understand and comply with all safety requirements presented by Management.
- Pro-actively perform additional tasks as needed.
- Maintain a positive attitude toward the District, manager's co-workers, the job, and procedures.
- Maintain a clean level of dress and personal habits, as determined by District Management.
- Perform all tasks as efficiently as possible and within the guidelines established by the task schedules for you area