

JOB DESCRIPTION: SUBSTITUTE CUSTODIAL WORKER

JOB TITLE: SUBSTITUTE CUSTODIAL WORKER. Other job titles that a substitute Custodial Worker may be known by include (but are not limited to): Janitor, Custodian, Maintenance Worker, etc.

QUALIFICATIONS:

- a) Meets state requirements for education qualifications.
- b) Ability to read, write and communicate in the English language fluently and effectively.
- c) Has effective organizational, communication and interpersonal communication skills.
- d) Must be able to follow oral and written directions and have the ability to establish effective working relationships with District/School staff and students.
- e) Must comply with school Safety Manual Rules and Regulations and OSHA requirements.
- f) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
- g) Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education (KE).

REPORTING STRUCTURE:

The Substitute Custodial Worker shall report to the School Principal or an authorized custodial manager or supervisor. Substitute Custodial Worker will receive day-to-day and all job-specific instruction from the School District.

JOB GOAL:

In the absence of a full-time Custodial Worker, the KE Custodial Worker will create a clean environment for students, staff and visitors in the assigned building. The Custodial Worker will act under the direction of the School District's full-time Custodial Manager or his or her designee, who has ultimate responsibility for designing and implementing custodial services.

RESPONSIBILITIES:

- a) Work at all times under direction and supervision of School District's full time, professional staff.
- b) Follow sign in and sign out procedures, as prescribed by the School District.
- c) Dresses in a safe and appropriate manner as described in the KE Standards of Professional Conduct.
- d) Assist in providing cleaning, maintenance and other custodial care services to the building and school grounds, under the direction and guidance of School District personnel.
- e) Follow the School District's cleaning and sanitation rules and procedures.
- f) Implement proper care, use, and safety of chemicals and equipment.
- g) Report any school building or grounds safety concerns, or faulty equipment to School District personnel.
- h) Report all personal injury or school property or theft to Kelly supervisor and District/School personnel immediately.
- i) Immediately notifies my Kelly Education representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.
- j) For your own safety as well as that of students and district staff, Kelly Education requires adherence to a 'S.A.F.E. Touch' policy as it relates to physical contact between you and students. This policy is located in the Kelly Education Handbook Addendum, reference Section: KELLY EDUCATION 'S.A.F.E TOUCH' POLICY.

UNACCEPTABLE DUTIES & RESPONSIBILITIES: The Custodial Worker shall not:

- a) Have any supervisory responsibility for students.
- b) Touch or be in any type of physical contact with students.
- c) Lift more than 25 pounds.
- d) For the physical safety of the students and the KE Custodian and to avoid KE being held liable for injuries, the Custodian shall not perform duties that will require or permit the following:
 - (1) Administer medication.
 - (2) Diagnose an injury or illness that is actual, perceived, suspected, or claimed.
 - (3) Be alone with a student in a private setting.¹
 - (4) One-on-one contact with special needs students including physical restraint or care.
- e) Deny any student the option to use the restroom if and when they request to do so unless otherwise directed by School District personnel.
- f) Deny any student the option to see the on-site nurse or visit the school clinic if and when they request to do so unless otherwise directed by School District personnel.

¹ This includes in-house teaching, visiting a student's home for any reason, having custody of a single student beyond the presence of other adults or students and/or assignments without on-site supervision from district personnel.

- g) Actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.