

WIRT COUNTY SCHOOLS

**PO Box 189
Elizabeth, WV 26143
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**MaryJane Pope Albin
Superintendent**

September 19, 2013

Substitute Custodian Job Description

Reports To: Principal

Duties and Responsibilities:

- 1) Cleans, sweeps, mops or buffs all areas of the building assigned.
- 2) Cleans and sanitizes all plumbing fixtures and drinking fountains daily.
- 3) Cleans unusual classroom spills on demand.
- 4) Cleans carpet area with vacuum cleaner or scrubbing machine as appropriate.
- 5) Removes all waste and trash from his/her area and prepares it for proper disposal daily.
- 6) Washes windows and waxes floor on a regular basis.
- 7) Sweeps sidewalks and removes debris from grounds as needed.
- 8) Reports repairs beyond his/her ability to the principal and/or maintenance supervisor.
- 9) Insures that unnecessary lights are off to conserve energy.
- 10) Insures that building is securely locked.
- 11) Maintains the school grounds in a clean, attractive manner.
- 12) Maintains positive work habits.
- 13) Performs duties efficiently and productively.
- 14) Maintains and/or upgrades skills.
- 15) Performs other related duties assigned by the school building principal.
- 16) The employee understands that he/she must be physically able to handle, lift, move or maneuver large cleaning equipment, move desks, chairs or other classroom furniture and equipment as needed and bend, reach or push as required during course of performing duties of a custodian.

Qualifications:

- High School Graduate or GED
- Must pass the state mandated test for Custodians
- Possess the knowledge, skills and ability to successfully carry out responsibilities of the position

Salary:

Based on Wirt County Salary Scale, job classification and years of service

Equal Employment Opportunity

Employment opportunity will be granted to all persons regardless of race, religion, color, sex, national origin, or disability, and no discrimination based upon such factors will be made in the salary, promotion, demotion, or termination of any employee.