



School District of Menomonee Falls

Job Description

Date: 2-11-2015

Job Title: Custodial Sub

Term of Employment: (Evenings) – School Year

Evaluation: Following a successful 90 day introductory period, evaluation shall recur once every twelve (12) months. The evaluation shall be conducted by the Director of Buildings and Grounds or an administrator who directly supervises the employee.

FLSA Status: Non-Exempt

Wage: \$10.50

Department: Buildings and Grounds

Reports To: Manager of Facilities and Operations
Facilities Operations Supervisor
Maintenance Supervisor
Facility Foreman
Building Administrator
Fulltime Custodians

Summary: Performs a wide variety of scheduled and non-scheduled cleaning tasks. These tasks are accomplished by following written or oral instructions as received from the lead custodian. Performs minor maintenance as per directions.

Note: Other duties may be assigned

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Key Skills

- Ability to perform physical labor required to complete assigned cleaning duties involving long hours while standing or walking.
- Basic knowledge of the materials, equipment, and procedures commonly employed in cleaning operations.

- Act as a representative of the School District and deal politely and tactfully with the public, community groups, students, parents, and other employees.
- Must be willing to work either day or during evening hours. Overtime and weekend coverage is possible.
- Must be able to work both high and low. The ability to bend and stoop is essential for position. Must be able to work off of step ladder.
- Must maintain good personal hygiene.

Essential Duties and Responsibilities Include:

- High and low dusting as needed
- Dust mops and wet mops floors
- Cleans and disinfects bathrooms, shower rooms, and other rooms as assigned.
- Washes and cleans walls as necessary.
- Cleans windows as necessary
- Collects and discards waste, in designated areas, from waste paper baskets and other waste receptacles.
- Scrubs and waxes floors under the direction of the lead custodian.
- Performs **minor maintenance**** as instructed.
- Replenishes paper towels, hand soap, toilet tissue as necessary.
- Performs gymnasium set up as directed by the lead custodian.
- Paints wall, ceilings, and other equipment as directed by the lead custodian.
- Performs seasonal maintenance to the grounds (i.e. grass, snow, ice)
- Performs boiler and air conditioning checks. Logs conditions as directed by the lead custodian.
- Locks and secures all School District property and buildings
- After appropriate training, performs building checks and pool readings as directed by the lead custodian.
- In conjunction with other custodial personnel, performs tasks requiring more than one person.
- Notifies lead custodian of any mechanical defects or unsafe conditions.
- Attends appropriate in-service training as directed by supervisor.
- Obeys and adheres to all work and safety policies.
- Other duties as assigned by supervisor.

Minor Maintenance

Definition of minor maintenance shall be defined as routine, unskilled repairs to school buildings and equipment.

Examples of minor maintenance shall include but not limited to the following:

- Light bulb changing
- Oiling and lubrication of motors and equipment
- Use of plunger and hand operated snake
- Anchoring of misc. items on walls
- Use of hand tools to tighten loose nuts, bolts, and screws

Desired Minimum Qualifications (Experience, Education, Certificates, Licenses and Training):

- Must be able to communicate both verbally and in writing.
- Experience in the janitorial field preferred but not required.
- Ability to work unsupervised.

Individual Contributor Competencies

- Collaboration and Teamwork
- Organizational and Detail Skills
- Communication and Interpersonal Interaction with Adults and Children
- Customer Orientation
- Excellence and Quality
- Initiative
- Passion
- Personal Credibility
- Results Orientation

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, bend, twist, crouch, or crawl. The employee is occasionally required to sit, talk, or hear, and taste or smell. The employee must regularly lift and/or move up to 100 pounds and frequently assist in lifting and/or moving more than 200 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with School District staff, parents, students, the public and others encountered in the course of work, some of whom may be dissatisfied.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee frequently works in high, precarious places and in outside weather conditions. The employee is occasionally exposed to wet, cold, and extreme heat.

Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

The School District of Menomonee Falls will comply with all child labor laws. The [Wisconsin Statutes Section 103.64-103.82](#) and [Wisconsin Administrative Code Chapter DWD 270](#), establish maximum hours of work, time of day restrictions, and prohibited employment for minors 11 through 17 years of age.