



GILPIN COUNTY SCHOOL DISTRICT

10595 Highway 119
Black Hawk, CO 80422
(303) 582-3444

Home of the Eagles

Job Title: Substitute Custodian
Prepared Date: Updated January 2017
Work Year: Part-time, On-call, As needed
Department: Facility
Reports To: Lead Custodian, Facilities Manager

SUMMARY Clean, repair, and maintain assigned buildings, equipment, systems, and grounds in compliance with all safety, health, and District rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 15% Sanitize bathrooms. Restock bathroom supplies.
- D 15% Clean tables, benches, chairs, and desks
- D 10% Vacuum and clean carpets.
- D 10% Clean and maintain tiled floors.
- D 10% Dust and sanitize all room surfaces.
- D 10% Collect and dispose of trash.
- D 10% Maintain/deep clean carpet, furniture, and other school hardware.
- D 5% Perform minor maintenance on building and attached equipment.
- D 5% Clean all glass surfaces.
- D 3% Clean blackboards and whiteboards.
- A 2% Remove snow and ice from paved areas.
- Ongoing 5% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING High school diploma or equivalent.

EXPERIENCE 0 – 2 years experience in custodial and maintenance work.

SKILLS, KNOWLEDGE, & EQUIPMENT Basic math, writing, and communication skills. Technical knowledge concerning maintenance and custodial topics including standard methods, materials, tools, and safety practices. Ability to operate and maintain all types of custodial equipment, hand tools, and snow removal equipment. Basic

knowledge of health and safety codes, custodial chemicals, and OSHA requirements.

CERTIFICATES, LICENSES, & REGISTRATIONS Valid Colorado driver's license preferred.

SUPERVISION/TECHNICAL RESPONSIBILITY Responsibilities include planning, assigning, and directing independent work and addressing complaints and resolving problems.

JUDGMENT AND DECISION MAKING Work is assigned by the Facilities Manager and/or Lead Custodian, depending upon facility. This position requires independent judgment to prioritize, analyze, and apply solutions to various maintenance, custodial, and repair problems. Additionally, this position requires independent judgment to plan, organize, schedule, and perform the set-up for a wide variety of extracurricular activities. Decision making requires collaboration with other custodial staff, school administration, school staff, and other Support Services personnel. Supervisor is occasionally involved in decision making.

SAFETY TO SELF AND OTHERS High exposure to self to bruises due to power equipment. Medium exposure to self and others to the following: cuts due to scrapers and hand tools; chemical burns due to cleaning solutions, acids, and bleach; fractures due to slips and falls; and repetitive motion stress due to mopping, sweeping, and scrubbing. Low exposure to self and others to the following: hernia due to lifting heavy objects; disease due to cleaning bodily fluids; and loss of sight due to acids, bleach, and cleaning solutions.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee 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 use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS Frequently required to communicate and use interpersonal skills. Occasionally required to compare, analyze, copy, coordinate, instruct, compute, evaluate, compile and negotiate.

EQUAL OPPORTUNITY EMPLOYER Gilpin County School District RE-1 is an equal opportunity educational institution and shall not discriminate on the basis of a person's race, color, national origin, religion, sex, age, disability, sexual orientation, genetic information, or any other applicable status protected by federal, state, or local law. For information regarding civil rights or grievance procedures, contact Superintendent, Gilpin County School District RE-1, 10595 Highway 119, Black Hawk, CO 80422, 720-562-3100, or contact the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204, 303-844-5695.