

## Job Summary/Description:

Greene County Community School district is always seeking quality candidates for substitute custodian positions to assist when employees are not able to be in attendance. These positions are on a day-to-day, on-call, as-needed basis with no guarantee of regularly scheduled work.

Sub custodians would work under the direction of the Director of Buildings & Maintenance and at times the Lead Building Custodian who is responsible for the direction of maintenance services in the designated facility.

Duties may include:

- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Clean, dust, wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; refill restroom supplies.
- Assist with the set-up of facilities for meetings, classrooms, conferences, events, etc. as needed.
- Wash walls and equipment.
- Lock and unlock assigned buildings: secure building when facilities are not in use, checking for unlocked doors and windows, reporting any unauthorized occupants, turning off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.
- Perform cleaning and related activities such as removing snow and/or debris from sidewalks and stairs.
- Move furniture, equipment, supplies, and tools on an incidental basis.
- Wash accessible interior and exterior windows.
- Attend to emergencies when necessary.
- Handle recycling materials.

Hourly rate for the position for 2019-20: \$11.00/hour Qualifications:

You must have at least a high school diploma or equivalent.

Please complete and return an application and a background check waiver.

Found at <https://www.gccsd.k12.ia.us/site/Default.aspx?PageID=269>

Submit Application and Background check waiver to  
Greene County CSD  
Business Office  
204 W. Madison  
Jefferson, IA 50129

If you have any questions please call 515-386-4599.