

Vanguard Academy

Job Title: 2017-2018 Substitute Custodian

Date Revised: April 27, 2018

Dept./School: District

Salary Range: \$10.75 per hour

PRIMARY PURPOSE:

To maintain a clean and safe working environment where teacher can teach and students can learn.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED certificate - preferred

Special Knowledge/Skills:

Ability to read, understand, and follow written instructions for cleaning, maintenance, and safety procedures

Ability to operate cleaning equipment and properly handle cleaning supplies

Ability to lift heavy equipment

Experience:

None

MAJOR RESPONSIBILITIES AND DUTIES:

1. Completes routine cleaning tasks as listed on his/her daily work schedule; performs other tasks such as cleaning windows, chalkboards, and fixtures as needed.
2. Accepts a change of assignment on a temporary or permanent basis at the request of the head custodian and/or principal.
3. Assists in preparations for meetings, dances, and other school events as directed.
4. Renders special services for students, staff and patrons at the direction of the campus principal.
5. Demonstrates ability to work with others in a positive, productive manner.
6. Inspects and maintains fire extinguishers in the buildings on a monthly basis.
7. Secures windows, doors, cuts off lights, and set alarms when assigned work is completed.
8. Assumes responsibility for materials, supplies, and equipment needed for completion of assigned custodial tasks and replacing supplies used in classrooms and restrooms i.e, toilet tissue, paper towels, cleaning supplies and cleaning equipment.
9. Assist with various other projects as requested by campus principal. i.e., watering and weeding flowerbeds, picking-up trash around building, trimming hedges and shrubs.

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10. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Buffer, wet and dry vacuums, mops, brooms, and any other equipment associated with custodial trade.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. People intensive. Frequent interruptions. Continuous standing, stooping, walking, climbing stairs / ladders, bending, pushing and pulling, grasping, squeezing, twisting, reaching (including overhead), must be able to lift and carry items weighing up to 75 pounds. Working indoors, outdoors, in extreme temperatures including hot and cold temperature swings, inclement weather, works with chemicals, exposure to dust, and slippery or uneven walking surfaces.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Additional Information:

Persons interested in this position must apply by obtaining an application at our Central Office or printing the application online.

Provide the following documents:

Official transcript(s), Texas teaching certificate, if applicable, service record(s), and references.

Contact Information:

Website: www.vanguardacademy.education

Address: Central Administration Building 1200 E. Kelly Pharr, TX 78577

Phone: 956-781-1701

Open Date: May 1, 2018

Closing Date: July 31, 2018

Vanguard Academy is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with federal, state and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment. Vanguard Academy desires to keep a work environment free of sexual harassment or discrimination based on race, religion, color, national origin, physical or mental disability, age or any other status protected by federal, state or local laws.