



Substitute Custodian Job Description

An ESS substitute custodian plays an essential role in maintaining the cleanliness, safety, and functionality of school facilities, ensuring every school day runs smoothly and students can focus on learning. In addition to regular building maintenance functions, the school custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment.

Key Responsibilities

- Perform maintenance duties before, during, and after school hours and during school vacations
- Clean all areas of school buildings according to district standards, including floors, windows, furniture, and restrooms
- Remove trash and recycling
- Assist in the setup and tear-down of decorations and furniture for school events and programs
- Deliver supplies and materials to appropriate areas of the building
- Complete all grounds keeping duties such as mow and trim around the school building and ensure that the school grounds are free from litter and debris
- Handle minor repair and maintenance activities such as bulb replacement and floor buffing
- Perform other duties as directed by the head custodian and school administration

Knowledge & Skills

- Follow oral and written directions
- Establish effective working relationships with staff and students.
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information
- Prior school janitor/custodian experience preferred

Special Requirements

- Candidate must attend an orientation/training session and complete required district and state credentialing requirements (Background check, Fingerprinting)

Physical Requirements

- Frequent sitting, walking, standing, stooping, and lifting, up to approximately 50 pounds and occasional lifting of up to 100 pounds; other physical activities may be required
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Some contact with students to ensure all areas of the school facility are clean
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute

Advantages of Being an ESS Substitute Custodian

- Flexible Hours - Choose the days and locations where you want to substitute; work up to 5 days per week
- Health Benefits - Receive a variety of insurance options including medical, dental, vision, life, disability, critical illness, and accident
- Weekly Pay & 401(k) - Gain fast access to your hard-earned wages and take advantage of the retirement through our tax-advantaged 401(k) plan
- Training - Participate in our interactive training course and accessible online modules ensure you are well-prepared
- Employee Programs - Enjoy our monthly raffles, Employee of the Month program, referral program, and employee discount program

ESS is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.