



ANCHORAGE INDEPENDENT BOARD OF EDUCATION

11400 Ridge Road
Anchorage, Kentucky 40223

Classified Vacancy Notice

Date Posted: February 14, 2018

Position: Substitute Custodian Reports to: Director of Maintenance
Work Year/Day: As needed (no guarantee of work or minimum number of days of work)
Salary/Grade: Classified Salary Schedule –Sub Custodian
Deadline for Submitting Application: 02/22/18 or until filled

Requirements/Minimum Qualifications:

- High School diploma or G.E.D.
- Ability to perform basic commercial cleaning (housekeeping) tasks in school/office space.
- Criminal Background Check (upon offer of employment)
- Ability to use/operate commercial cleaning equipment.
- Minimum of (3) References

Physical Requirements:

- Requires the ability to lift, carry, push or pull light weights.
- Requires bending, squatting, crawling, climbing, and reaching.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires the ability to communicate effectively.
- Work is performed while standing, sitting and/or walking.

Scope of Responsibilities: Responsible for the daily cleaning and maintenance of the building and grounds. The substitute custodian is also responsible for maintaining tools and equipment in good repair and assuring they are secured at the end of the work schedule.

Performance Responsibilities:

1. Cleans offices, classrooms, restrooms, corridors, windows, walls, floors, and furniture.
2. Uses/operates electric sweepers, floor machines, wet/dry vacuums, and other equipment.
3. Follow usage instructions/dilution ratios of cleaning chemicals and other custodial products.
4. Polices grounds and walks and assures they are cleared of broken glass and other dangerous objects, that walks are free and clear of ice and snow, and that the grounds are neat and well-kept.
5. Informs the Lead Custodian when supplies or cleaning equipment needs replenishing.
6. Informs the Lead Custodian when maintenance projects beyond their abilities and/or time constraints are needed or anticipated.
7. Assures the buildings are locked and equipment is secured.
8. Assures that unnecessary heat, air conditioning and/or electricity is not utilized.
9. Works the last shift during the school year.
10. Performs other duties as assigned by the Director of Maintenance or the Lead Custodian.

The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office.

Kelley F. Ransdell, Superintendent

The Anchorage Independent Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability.