

JOB TITLE:

Part Time Watch / Substitute Custodian

LOCATION OF JOB:

East Leyden High School or West Leyden High School

HOURLY PAY:

\$17.85 per hour

REPORTS TO:

Foremen and Supervisor of Buildings and Grounds

GENERAL FUNCTIONS:

Employee provides students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

During Watch assignment, the employee assists in the security and protection of all students, staff, and property, and checks essential building mechanical systems.

ESSENTIAL FUNCTIONS

1. Ability to speak in a clear and understandable manner and write legibly.
2. Ability to walk continuously, 6 to 10 miles, through the eight (8) hour shift.
3. Ability to lift in excess of 100 pounds.
4. Ability to work at various heights.
5. Ability to work in confined areas.
6. Ability to read and follow written and oral instructions.
7. Ability to be available for emergency situations.
8. Ability to be aware of the security of the students, staff, and school
9. Ability to meet attendance requirements.
10. Valid driver's license is required.

PERFORMANCE RESPONSIBILITIES

Part Time Watch

1. Patrols district buildings and grounds to prevent fire, theft, vandalism, and illegal entry as per schedule.
2. Conducts patrol inspections of doors, windows, and gates to determine that they are secure.
3. Confronts unauthorized persons for questioning, routes, or detains them, and/or calls police for assistance, according to emergency action plan.

5. Reports any unusual conditions, malfunctioning of heating, plumbing, or electrical systems and other unusual conditions in the building and/or grounds.
6. Makes written reports of unusual conditions along with a written shift report.
7. Performs other duties as assigned by the Foremen and/or Supervisor of Buildings and Grounds.

Substitute Custodian

1. Assists in snow removal.
2. Participate in the general cleaning of the school building as per custodian work schedule.
3. Create work tickets for needed repairs and report to foreman.
4. Assume responsibilities for the general fire safety of the building.
5. Reports immediately to a foreman any damage to school property.
6. Performs other duties as assigned by the Foreman and/or Supervisor of Buildings and Grounds.

TERMS OF EMPLOYMENT:

Twelve – month year, mainly weekends. Work hours to be determined by the Day / Night Supervisor and Supervisor of Buildings and Grounds.

Reviewed and Agreed to by:

Employee Signature

Date