

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Substitute Custodian

**Supervisor:** Operations Administrators

**FLSA Status:** Non-Exempt

**Employee Group:** At-Will

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#### Qualifications:

1. High School diploma or equivalent
2. Physically able to perform the duties of the position, with accommodation as needed
3. Ability to read basic operating instructions
4. Ability to complete work independently
5. Physically able to lift object up to 50 lbs. with or without accommodations

#### Terms of Employment:

- Schedule by phone or online as needed

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Cleans and maintains safe building exterior, interior and premises.
2. Follows assigned cleaning schedule.
3. Reports building maintenance needs to supervisor.
4. Opens and closes assigned building.
5. Keep current with best practices and requirements as they relate to your job assignment.
6. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.