



Serving Learners, Families, and the Community

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
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Superintendent of Schools

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President, Board of Education

PLEASE POST

JANUARY 2, 2025

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CLOSING DATE: UNTIL FILLED

Substitute Custodian

GENERAL PURPOSE OF POSITION

Substitute custodians are responsible for the routine safety, security, upkeep, general cleanliness, and healthful environment of buildings and grounds owned by Cecil County Public Schools. This is an on-call, as-needed position that acts as a substitute for our Custodian I positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Selects appropriate equipment, supplies, and sweeps and cleans floors, walls and partitions in all areas of buildings including classrooms, offices, corridors, gymnasiums, mechanical rooms, locker rooms, and lavatories.
2. Uses brooms, brushes, mops, power-operated scrubbing machines, vacuum cleaners, buffers, carpet sweepers, liquid floor finishers, dust absorbers, and other custodial equipment and supplies.
3. Washes and cleans windows, light fixtures, ventilators, and other items, which may require climbing in excess of eight feet.
4. Cleans and polishes desks, chairs, tables, cabinets, and other office or classroom equipment.
5. Collects and disposes of trash, scrap, and garbage.
6. Maintains lavatories in clean and sanitary condition.
7. Unloads supplies and delivers to proper storage areas.
8. Performs grounds work as assigned including grass cutting, snow removal, etc.
9. Performs routine safety and security duties.
10. Is able to lift 50 pounds.
11. Assists organizations using school facilities.
12. Arranges rooms for meetings and conferences.
13. Maintains on-time attendance.

MINIMUM REQUIREMENTS OF THE POSITION

1. Has good interpersonal communication skills.
2. Is able to accept jobs by phone or computer through the AESOP System.
3. Is able to work in four or six hour evening shifts during the school year and day shift hours during the summer.

APPLICATION PROCEDURE

All applicants meeting the minimum qualifications of the position should submit a completed application through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>.

(over)

SALARY

The salary for the Substitute Custodian position will be \$15.67 per hour. This position will be eligible for applicable leave benefits as required by the Maryland Healthy Working Families Act and is eligible to participate in the 403b/457b retirement savings plan.

APPLICATION PROCEDURE

Persons meeting the minimum qualifications of the position must submit an application with two professional references with valid email addresses in the reference section of the application. All completed applications must be submitted through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>.

The Cecil County Public Schools prohibits discrimination in its educational programs, activities, and employment on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

Further information can be found in Policy AC on BoardDocs

<http://go.boarddocs.com/mabe/cecil/Board.nsf/goto?open&id=CAEP475FE564>