



Custodial Worker Substitute Information Sheet

Welcome to the Rome City School District!

Attitude:

We must have cheerful, willing people in our maintenance department. The job is done best when each employee does his/her share and takes interest and pride in his/her work. Remember, our buildings are our pride and joy which are always on public display. Many of our customers are children- and they readily respond to a kind word or a smile! Children should always be treated with respect and kindness.

Attendance:

It is important that you are dependable. You are called when we need help. We expect you to go to any school in the District for which you are called. Refusal to report to a school will be recorded and a substitute may have his/her name removed from the list after continued refusals. Calls are made from the District Maintenance office as soon as we are notified that a substitute is needed. Please make sure your telephone is current with both Human Resource and Maintenance offices so that we may reach you. This may be for a one-day assignment only or for multiple days. This is an "on call" position.

Appearance:

It is important that you look neat and clean. You are required to wear appropriate clothing and comfortable shoes and or work boots. Do not wear jewelry that will interfere with your work performance.

Working Conditions:

The job of a substitute Custodial Worker can be very physical and demanding. There will be many opportunities to bend, lift, carry and push items. All work must be performed in a timely manner.

Performance:

You will be reviewed periodically on how you perform. This will help us to determine whether you will be given a permanent appointment should one become available.

Salary:

Your starting salary will be \$10.40 per hour. A check will be mailed to your home every other Wednesday for hours worked. If you would like direct deposit, please ask the Human Resource Office for a form.

You may join the Employee Retirement System if you would like (it is not mandatory). A percentage will be deducted from your pay. The form may be obtained from the Human Resource Office.

If you have any questions or concerns regarding your position as a substitute, please feel free to discuss this with the Senior Custodian; Rich Randal at 315-334-7264.