
PROCEDURE FOR ARRANGING FOR A SUBSTITUTE LEAD CUSTODIAN DURING THE DAY (MNO-P008)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 To describe the procedure for arranging for a substitute lead custodian during the day.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Lead custodian
- 2.2 Assistant Director of Maintenance and Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Maintenance and Operations

4.0 DEFINITIONS:

- 4.1 Lead custodian — lead custodian at the building level
- 4.2 Utility custodian — custodian at building during the swing shift or graveyard shift
- 4.3 Assistant Director of Maintenance and Operations — person supervising custodial staff
- 4.4 District Substitute Desired List — list of utility custodians willing to substitute for lead custodians
- 4.5 Building Substitute Desired List — list of utility custodians at the building willing to substitute for the lead custodian in the building
- 4.6 District Substitute Custodian List — list of ten persons willing to substitute custodial shifts in the Wenatchee School District

5.0 PROCEDURE:

- 5.1 The lead custodian is unable to complete his or her shift for the day.
- 5.2 The lead custodian then calls the first name on Building Substitute Desired List to offer the shift.
 - 5.2.1 If the utility custodian accepts the job, he reports to work for the lead custodian; the lead custodian contacts the Assistant Director of Maintenance and Operations to arrange for a substitute for the utility custodian who is subbing for the lead custodian.
 - 5.2.2 If the utility custodian turns down the work, then the lead custodian contacts the Assistant Director of Maintenance and Operations to request a substitute for the next day.
 - 5.2.2.1 The Assistant Director of Maintenance and Operations consults the District Substitute Desired List and calls until he finds a utility custodian who accepts the job.

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5.2.2.1.1 If no one on the District Substitute Desired List wants to cover the shift for the lead custodian, then the Assistant Director of Maintenance and Operations calls a person from the District Substitute Custodial List to cover the shift.

5.3 After the Assistant Director of Maintenance and Operations arranges a sub for the lead custodian, he e-mails the name of the sub to the building principal, head secretary, and lead custodian. He also explains the reason for the absence.

5.4 The Assistant Director of Maintenance and Operations arranges for a substitute for the Utility custodian If necessary.

6.0 ASSOCIATED DOCUMENTS:

6.1 District Substitute Desired List

6.2 Building Substitute Desired List

6.3 District Substitute Custodian List

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
District Substitute Desired list	Assistant Director of Maintenance and Operations's Office	Yearly	As desired	None
District Substitute Custodial List	Assistant Director of Maintenance and Operations's Office	Yearly	As desired	None
Building Substitute Desired List	Lead custodian office	Monthly	As desired	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
29-May-03	A	Original Release
12-Jan-04	B	Added e-mail info to 5.3
04-Nov-04	C	Updated job titles, added "or graveyard shift" to 4.2, deleted flowchart
21-Dec-05	D	Replaced "Custodial Supervisor" with "Assistant Director of Maintenance and Operations"

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