



## **Custodian Job Description**

Date Updated:	December 2020	FLSA Status:	Non-Exempt
Reports To:	Building Custodial Supervisor	Employee Group:	Support Staff
Days Per Year:	262	Hours Per Day:	8
Salary Range:	H9		

### **Job Summary:**

Provide a safe, orderly, and sanitary environment for all students and staff that is conducive to learning.

### **Primary Duties and Responsibilities:**

1. Ensure assigned area is cleaned and maintained as per instruction from the Building Custodial Supervisor.
2. Perform minor maintenance/repairs, such as replacing light bulbs and ballasts, turning shut-off valves on sinks, toilets, and urinals, and replacing air filters, etc.
3. Oversee and help with the set-up/tear-down of any special events such as, musical, organizational, and sporting.
4. Maintain communication with other custodians to assist them in areas where needed.
5. Ensure outside groups report to appropriate areas and have what they need when using the facilities.
6. Perform minor grounds keeping and maintain availability to remove snow when necessary.
7. During the summer, remove and clean all furniture in the rooms including stripping, waxing, and buffing floors and/or cleaning carpets, and detail-clean all rooms.
8. 1<sup>st</sup>-shift employees are required to be a part of the on-call list; 2<sup>nd</sup>-shift employees may be assigned to the on-call list as deemed necessary by the Building Custodial Supervisor.
9. Perform other duties as assigned by the Building Custodial Supervisor.

### **Qualifications:**

- Some experience in custodial work preferred
- Highest level of education
- Must possess valid PA driver's license
- Knowledge and understanding of various cleaning chemicals is preferred
- Submission of pre-employment medical examination (Section 148 of the PA School Code)
- Submission of the following clearances:
  - PA State Criminal History Record (Act 34 & Act 114)



- PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114)
- Federal (FBI) Background Check (Act 24)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Physical Demands:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Ability to bend, twist, kneel, stoop, climb, and crawl
- Ability to lift and/or carry supplies weighing no more than 50 lbs – any weight over 50 lbs. requires the employee to ask for assistance or to use a carrying aid.
- Ability to mostly stand, walk, or move throughout the workday

**Sensory Abilities:**

- Visual acuity
- Auditory acuity

**Work Environment:**

- Subject to inside and outside environmental conditions
- Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more)
- Subject to physical hazards, including conditions that may affect the respiratory system and/or skin.

**Temperament:**

- Must be able to work in an environment with frequent interruptions
- Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, or quickly

**Cognitive Ability:**

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to exercise good judgment

**Specific Skills:**

- Must possess basic computer skills
- Ability to operate various office equipment
- Ability to operate various maintenance equipment and vehicles



- Ability to use/operate custodial equipment

All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality customer service may include, but are not limited to, the following:

- Prompt responsiveness to inquiries
- Professional and courteous verbal and nonverbal communication
- Proactive problem solving

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

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Print Name

Signature

Date