



JOB DESCRIPTION – PT CUSTODIAN

DEPARTMENT	CENTRAL SUPPORT/CUSTODIAN	LOCATION	ALL CAMPUSES
RESPONSIBLE TO	FACILITIES DIRECTOR	RESPONSIBLE FOR	NONE
JOC APPROVAL DATE		ELECTRONIC SIGNATURE	

JOB SUMMARY

The Custodian is responsible for maintaining a generally clean, sanitary, and organized environment for all assigned areas.

ESSENTIAL RESPONSIBILITIES/SKILLS/FUNCTIONS

Cleaning

- Clean and sanitize all assigned areas using standard cleaning supplies and techniques including dusting, sweeping, vacuuming, mopping, and buffing
- Empty trash
- Water plants as needed
- Restock bathrooms
- Clean gum and scuff marks from floors

Maintenance Services

- Perform light maintenance duties including fixing electrical fixtures, plumbing, furniture repair, equipment maintenance
- Outdoor maintenance and grass cutting

Driving Services

- Drive students as necessary
- Pick up and delivers mail to the post office as needed

POSITION SPECIFIC REQUIREMENTS

EDUCATION & EXPERIENCE

- Snow removal
- Weeding
- Sets up equipment as requested
- Other duties as assigned by lead custodian or director/principal
- The ability to effectively communicate and receive instruction.
- Consistent Attendance.
- The ability to operate a vehicle as well as all types of standard industrial cleaning equipment

EDUCATION & EXPERIENCE

- Valid Driver's License required

POSITION DETAILS

For each of the requirements below, indicate whether the position requires them Frequently (F), Occasionally (O), Seldom (S), or Never (N).

**PHYSICAL
REQUIREMENTS**

Standing: F	Reaching: F
Sitting: F	Moving about: F
Lifting (include weight): O Up to 50 lbs.	Pushing: F
Grasping: F	Kneeling: F
Climbing: F	Crawling: O
Squatting: F	Bending/Stooping: F

HOURS

25 / Week

DAYS

260 / Year

TYPE OF POSITION

Permanent (P) or Temporary (T): P

FLSA STATUS

Exempt (E) or Non-Exempt (N): N

INSURANCE

Professional (P), Administration (A), Support (S): S

OTHER

The LCCTC reserves the right to modify this job description as business demands dictate.

SIGNATURE

By signing below, you indicate that you have read, understand, and can perform the essential duties of this job as outlined above with or without reasonable accommodation. Because LCCTC maintains a team environment, you may be required to perform other duties as instructed by your supervisor.

X _____ Date: _____

NONDISCRIMINATION INFORMATION

Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, Willow Street, PA 17584. Telephone: 717-208-3124.