

**POSITION DESCRIPTION**  
**LEBANON PA**  
**CUSTODIAN**  
**Grounds Department**

**LEBANON SCHOOL DISTRICT,**

**Buildings &**

**SUMMARY:** Under general supervision, the custodian is responsible for maintaining the areas assigned to them, including classrooms and other areas, to the prescribed standard of cleanliness, according to standardized procedures. They are also responsible to eliminate and/or report hazardous and dangerous conditions and to help ensure the uninterrupted and comfortable operation of the school.

---

**REPORTS TO:** Director of Buildings & Grounds, Assistant Director of Buildings and Grounds, Custodial Supervisor, Building Principal, and Building Head Custodian.

**ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

- 1. Attendance:** Daily attendance and punctuality are required for the purpose of ensuring the goals of the work unit can be met. Must also comply with Lebanon School District Board Policies and follow the AFSME contract. Must have willingness to work overtime as required to ensure that extracurricular and school rental requirements are satisfied, and when emergency situations arise. Subject to emergency calls outside of normally assigned hours.
- 2. Training:** Attends in-service trainings as assigned (instruction on blood-borne pathogens, cleaning products and techniques, floor care, first aide, etc.), and for the purpose of receiving information on new and/or improved procedures.
- 3. Safety & Daily Operations:** Employee is expected to be properly identified at all times by wearing assigned ID badge. Employee helps respond to immediate safety and/or operational concerns (facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintain a functioning physical and educational environment while supporting and enforcing district policies as directed.

Inspects and secures school district facilities and grounds for the purpose of ensuring site is suitable for safe operations and for the purpose of minimizing property damage, equipment loss, and potential liability to the school district. Employee identifies any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc., and takes action required to prevent needless waste or careless use of supplies, equipment, or other utilities.

Prepares school district facilities for daily operations (opening gates and building access doors, disarming security systems, raising flags, shoveling snow, placing crosswalk signs, performing minor repairs, etc.) for the purpose of ensuring school district facilities are operational and safe. Enters work orders as needed to address concerns and needed repairs and communicates them with the head custodian. Maintains IPM book and communicates with extermination staff.

Maintains an attractive clean facility by performing daily and scheduled housekeeping duties such as but not limited to cleaning, disinfecting, and restocking assigned areas including but not limited to classrooms, locker rooms, common areas, restrooms, science labs, and libraries. Handles recycling materials and empties wastebaskets on a daily basis ensuring that waste is disposed of properly and communicating with building staff when necessary to assist them in proper district disposal methods.

Prioritizes and responds to immediate clean up requests throughout the day as needed to maintain a clean environment.

Employee must deliver various items (school supplies, mail, packages, furniture, etc.) for the purpose of distributing material to the appropriate parties.

**POSITION DESCRIPTION**  
**LEBANON PA**  
**CUSTODIAN**  
**Grounds Department**

**LEBANON SCHOOL DISTRICT,**

**Buildings &**

Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events, and assists organizations using school facilities.

Assists school administration with performing fire drills; and other duties as assigned.

- 4. Equipment:** Services job related machinery/equipment (adjusting, and cleaning vacuum cleaners, scrubbers, buffers, etc.). Changes brushes, pads, rollers, etc., for the purpose of maintaining equipment in good working condition; able to use a computer and an iPad. Use of equipment includes but is not limited to ladders, scaffolding, snow blowers, tools, shovels, and various kinds of cleaning equipment and products. Employee is expected to carry an assigned radio at all times.

**PHYSICAL DEMANDS:**

1. Lifts up to 50 pounds unassisted for the purpose of completing assigned tasks. Employee needs to be able to walk continuously, stand, stoop, lift, and carry. Must be able to push, pull, climb, crouch, bend, kneel, crawl, raise arms above head, and balance etc. This job is performed under some temperature extremes and under some hazardous conditions.
2. Performs work at heights of up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, and other small non-mechanical duties as needed.

**WORKING CONDITIONS:** Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and/or advising others. Work is performed indoors and outdoors as needed. Employee must work with cleaning products and is subject to loud noises from equipment.

**SKILLS, KNOWLEDGE, AND ABILITY:**

**SKILLS** are required to perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills to satisfactorily perform the functions of the job include: using custodial supplies, having interpersonal skills, remembering, paying attention to detail, following directions, comprehension, calculating, writing, speaking, evaluating, organizing, computer skills, and innovation. Employee must be able to communicate effectively.

**KNOWLEDGE** is required to perform basic math, reading, and follow instructions; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledge of custodial supplies; knowledge of cleaning methods and techniques. Employee will become familiar with online Safety Data Sheets, use of fire alarm system and building security system.

**ABILITY** is required to gather data and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data defined by different processes, and operate equipment using a variety of standardized methods. Ability is also required to work with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: be willing to adapt to change and be flexible, willing to work, be punctual, and be organized.

**EXPERIENCE:** Appropriate experience in janitorial work is desired.

**POSITION DESCRIPTION**  
**LEBANON PA**  
**CUSTODIAN**  
**Grounds Department**

**LEBANON SCHOOL DISTRICT,**

**Buildings &**

**EDUCATION:** Must have high school diploma or equivalent.

**CLEARANCES:** FBI Clearance, PA Criminal Record Check, and PA Child Abuse Clearance. You must also complete Child Abuse Training and other clearances and certificates as required by law and as specified by Lebanon School District.