



PLUM BOROUGH SCHOOL DISTRICT

Exceptionally Prepared for Success

JOB DESCRIPTION

POSITION:	Custodian
DEPARTMENT:	Facilities
REPORTS TO:	Director of Facilities and Grounds
SUPERVISES:	N/A
FLSA STATUS:	Non-Exempt
WORK SCHEDULE:	260 Days per year
COMPENSATION PLAN:	PB Custodial, Maintenance, and Supply Employees CBA

General Description:

The Custodian ensures a clean, safe, and well-maintained environment throughout all Plum Borough School District buildings and grounds. This includes carrying out daily and periodic cleaning schedules, performing minor maintenance, and addressing immediate custodial needs to support the efficient operation of school facilities. The Custodian is recognized as an essential staff position that fosters a healthy and welcoming atmosphere for students, staff, and visitors by adhering to safety regulations and implementing practical solutions and practices in facility upkeep.

Education and Experience:

- Minimum Education: High School Diploma or equivalent
- Minimum Experience: Previous experience in custodial work or facility maintenance is preferred.

Key Responsibilities:

- **Custodial Services**
 - Perform general cleaning duties in district buildings, including classrooms, offices, hallways, stairwells, restrooms, gyms, cafeterias, and other areas.
 - Sweep, mop, vacuum, dust, and sanitize surfaces as needed.
 - Remove trash and recycling materials in accordance with district procedures.
 - Wash windows, mirrors, door handles, lockers, and other high-contact surfaces.
 - Move furniture, equipment, and fixtures as required.
 - Perform seasonal duties such as snow and ice removal from sidewalks and outdoor areas.
 - Maintain outdoor spaces, including outlining parking lots and athletic fields as needed.
- **Maintenance and Safety**
 - Replace ceiling tiles, and bulbs and perform minor building repairs as directed.
 - Appropriately operate and maintain all cleaning equipment.
 - Identify and report maintenance issues, initiating work orders as necessary.
 - Ensure compliance with district policies, procedures, and safety regulations.
- **Collaboration and Support**
 - Work as part of a team to maintain the cleanliness and safety of district facilities.
 - Communicate effectively with staff, students, and community members regarding custodial needs.
 - Support district events by setting up and breaking down furniture and equipment as needed.
 - Perform additional duties assigned by the Director of Facilities and Grounds or their designee.
- **Collaboration and Teamwork**
 - Collaborate with other trades and maintenance staff to ensure comprehensive building repair and maintenance projects are completed effectively and efficiently.
 - Participate in tasks related to other trades to support district-wide operations.
 - Maintain accurate records of work completed, including logs for maintenance, repairs, and restoration projects.
 - Operate motor vehicles to transport tools, materials, and equipment to job sites.
 - Proficiency in Google Workspace and Microsoft Office
 - Perform additional duties assigned by the Superintendent or designee to support the district's mission, vision, and goals.

Core Knowledge:

- Proper cleaning techniques, chemical usage, and safety protocols.
- Basic maintenance and repair skills.
- Knowledge of Safety Data Sheets (SDS) and proper handling of cleaning agents.
- Compliance with safety and security protocols.

Essential Skills:

- Strong time management and organizational skills.
- Ability to work independently with minimal supervision.
- Effective communication and interpersonal skills.
- Detail-oriented and capable of following verbal and written instructions.

Critical Abilities:

- Ability to perform tasks independently while ensuring quality and safety standards.
- Ability to encourage and collaborate with other staff members.
- Ability to assess and address custodial needs across various areas.
- Practical problem-solving skills to identify issues and implement effective solutions.

Temperament Requirements:

- Ability to maintain composure and focus in time-sensitive or high-stakes situations.
- Strong work ethic and commitment to maintaining a safe and clean learning environment.
- Professionalism in completing tasks, even under time constraints or in challenging conditions.
- Ability to maintain professional poise and extend patience to others through a customer-friendly mindset.

Physical/Environmental Requirements:

- Ability to lift heavy materials (up to 50 pounds) and perform physically demanding tasks.
- Ability to work in various environments, including confined spaces, at heights, and in varying weather conditions.
- Comfort working with tools and equipment in various settings.
- Ability to work extended hours when necessary to complete tasks promptly.

Disclaimer: The information in this job description is provided to comply with the Americans with Disabilities Act (ADA). It is not an exhaustive list of the duties performed for this position. The individuals currently holding this position may perform additional duties.

Required Clearances:

- Act 114 (Federal Criminal History Background Check)
- Act 34 (PA State Criminal History Clearance)
- Act 151 (PA Child Abuse History Clearance)
- Act 126 (Mandated Reporter Training)
- Act 168 (Sexual Misconduct/Abuse Disclosure)
- Act 24 (Arrest & Conviction Statement)
- Current School Personnel Health Record
- Tuberculosis Test Result

Clearances and the School Personnel Health Record must be current within 1 year from the hire date, accompanied by a Tuberculosis Test Result within 3 months of the hire date.

Travel Requirements:

- A moderate amount of travel is required for this position.
- Must have reliable transportation

Employee signature

Date