

JOB PROFILE: **Custodian**
Reports to: Facilities Manager

Hours/Day: 8

Days/Year: 260

Purpose/Summary

To assure cleanliness of the building and grounds through comprehensive cleaning according to the established schedule in areas assigned, provide safe operation of the building and provide safe and clean physical facilities for the educational program.

Essential Duties and Responsibilities

- Fold and unfold bench-type cafeteria tables, and frequently move tables, chairs, office equipment and other building furniture.
- Sweep building entrance and remove snow/debris and other exterior duties as needed.
- Open and close access to the building according to assigned schedule.
- Ensure completion of comprehensive cleaning according to the assigned schedule and/or area.
- Provide for building use by permit holders.
- Monitor lighting, heating, ventilation and air-conditioning systems for repair/replacement.
- Ensure all necessary equipment is turned off when the building is not in use.
- Ability to operate District equipment such as, but not limited to, the Gator/Kubota, scrubbers, hand machines, leaf blowers, etc.
- Report abuse or concerns to the Head Custodian.
- Ability to assist and perform Head Custodian duties as needed.
- Fulfill other duties and tasks assigned by direct supervisors.

Education and/or Experience

High School Diploma or G.E.D.
Minimum two years of experience in related field

Certifications, Licenses, Registrations

Child Abuse History Clearance
PA State Police Criminal Record Check
FBI Fingerprinting Clearance
Sexual Misconduct Abuse Disclosure Release
Mandated Reporter: Recognizing and Reporting Signs of Child Abuse Training

Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required. **Written and/or hands on testing of the ability to perform the required responsibilities of each position may be required.***

Knowledge and Abilities

Ability to think and problem solve. Knowledge of current cleaning protocols, techniques and safety procedures. Knowledge of current technology and applications for communication and systems management (Microsoft Outlook, Word, Excel, building permit system, work order system, Energy Management Systems, fire alarm system). Ability to manage and communicate electronically.

Academic Skills - Ability to manage and organize time in order to complete necessary tasks and complete duties in a timely fashion. Ability to understand and set priorities while assisting and supporting building staff.

Language Skills – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas verbally so others will understand. Ability to read and understand information specific to cleaning supplies and operation of cleaning equipment. Ability to read and understand Safety Data Sheets (SDS) forms or directions accurately so that work can be communicated and completed in a timely fashion.

Math Skills – Knowledge of arithmetic and ability to manage time.

Technology Skills – Demonstrate ability to communicate via email, monitor general heating and cooling settings and functions.

Other Skills and Abilities

Possesses a high level of interest and initiative in maintaining and advancing his/her skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a HEAVY Physical Demand Characteristic of Work position according to the physical demands strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Primary Work Location | | | | |
|--|--|--|--|---|
| Office Environment | | | Shop | |
| Classroom/Building | | | Vehicle | |
| Outdoors | | | Travel | |
| Sedentary (S) | Light (L) | Medium (M) | Heavy (H) | Very Heavy (V) |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing. | Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly. |
| Custodian | | | | |
| Physical and Non-Physical Demands Key | | | | |
| C=Continuously | F=Frequently | O=Occasionally | R=Rarely | N=Never |
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |
| Standing | C | Crawling | R | |
| Sitting | O | Bending | F | |
| Walking | C | Twisting | F | |
| Lifting | F | Climbing | F | |
| Carrying | F | Balancing | F | |
| Pushing/Pulling | F | Vision | C | |
| Reaching | F | Hearing | C | |
| Handling | F | Talking | C | |
| Fine Dexterity | F | Foot Controls | O | |
| Kneeling | F | Climb ladder up to 20 feet | O | |
| Crouching | F | Other (specify) | | |
| Time pressures | C | Working closely with others/Teamwork | C | |
| Emergency situations | R | Tedious or exacting work | O | |
| Frequent change of tasks | F | Noisy or distracting environment | F | |
| Irregular work schedule/Overtime | O | Other (specify): Multi-building travel to work area | R | |
| Simultaneous multiple tasks | C | Other (specify): | | |
| <i>The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i> | | | | |

Employee's Signature: _____

Date: _____