

## Solanco School District

**Position:** Part Time Custodian

**Schedule:** 6:00AM-10:00AM

**Location:** District Central Office

**Reports to Immediate Supervisor:** Custodial Supervisor

**Responsible to:** Custodial Supervisor/Director of Building and Grounds

### **Job Summary:**

Cleans offices, board rooms, meeting rooms, restrooms, and hallways, sets up for special activities and maintains district grounds in good working condition to ensure a safe and healthy environment for staff and community.

### **Essential Functions:**

- Cleans offices, bathrooms, and hallways; sweeps, mops and vacuums floors; dusts and polishes furniture; scrubs, cleans and disinfects toilets and sinks; washes and cleans door glass; empties trash containers; monitors and replaces paper products and soap as required; buffs and polishes floors; shampoos carpets; wipes and cleans office equipment; and cleans walls.
- Maintains the cleanliness of the property by picking up trash, removing graffiti from sidewalks, restroom stalls, and walls, dumping trash barrels, cleaning entrance ways.
- Performs outside tasks as necessary including snow removal.
- Inspects and secures building; closes and locks windows and doors; monitors and turns out unnecessary lights.
- Prepares building and equipment for special activities, including setting up and tearing down equipment, making sure air conditioning and heat are working properly, cleaning tables and chairs, and vacuuming and mopping areas.
- Complete minor repairs.
- Perform other duties assigned by the custodial supervisor or Director of Building and Grounds.

### **Qualifications**

Knowledge of:

- Methods, materials and equipment related to cleaning and maintaining various surfaces, furniture and equipment common to offices.
- Safety procedures relating to handling, storage and use of chemical cleaning products and custodial and grounds keeping equipment.
- Cleaning, sanitation and health standards safety, security and minor maintenance.
- Receiving, storage and distribution of supplies and materials.

### **Other Skills and Abilities**

- Understand and carry out both written and oral instructions.
- Maintain work schedules in performance of cleaning tasks.
- Read or recognize cleaning chemical labels.
- Properly select, mix and apply cleaning agents appropriate to the task.
- Maintain cooperative working relationships and harmony within the workplace.
- Maintain a neat appearance and meet hygiene requirements.
- Ability to work with little supervision independently or as part of a crew depending on the nature of the task.

### **Physical Activity**

- While performing the duties of this job, the employee is regularly required to stand; walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **Work Environment**

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

### **Qualifications**

- Education: High School diploma or GED
- Valid PA divers license
- Current police child abuses and FBI fingerprint clearances
- This includes:
  - Act 34 PA State Criminal Clearance
  - Act 151 Child Abuse
  - Act 114 FBI Clearance
- All clearances must be within 1 year of application date.
- Six months in custodial field (preferred) and the ability to demonstrate knowledge of custodial procedures, equipment and cleaning products.
- Good verbal, written, and interpersonal skills are a must.

Reasonable accommodations may be made to enable the employee with disabilities to perform the job responsibilities. The Solanco School District is an Equal Opportunity Employer.