

Solanco School District

Position: Lead Custodian

Schedule: 6:00AM-2:30PM

Location: High School

Reports to Immediate Supervisor: Building Principal

Responsible to: Building Principal/Director of Building and Grounds

Job Summary:

Under the general supervision of the Building Principal/Director of Buildings & Grounds the employee performs the work required to maintain the school and grounds in a clean, safe, sanitary, and orderly condition. Performs a variety of custodial, light grounds keeping, minor repairs and related tasks associated with the daily upkeep of the facilities and grounds to ensure effective and efficient building operation. This position interacts with students, staff and community and must present a customer friendly and positive district image.

Essential Functions:

- Cleans corridors throughout the day along with assigned areas prior to student arrival.
- Cleans windows, door glass, walls, blinds, white boards, and furnishings, in accordance with the Daily Basic Cleaning Standard procedures.
- Maintains the cleanliness of the school property by picking up trash, removing graffiti from sidewalks, restroom stalls and walls, emptying trash barrels inside and outside.
- Rearranges and moves furniture and transports and delivers supplies.
- Operates vacuum, floor machines, buffers, carpet cleaner and other equipment.
- Complete minor repairs (i.e., light tubes, change stained ceiling tiles, furniture repair, investigating repairs needing a work order).
- Snow removal and disperse ice melt to all walkways, entrances and steps as needed.
- Report any problems relating to the overall health, safety and operating condition of the building, equipment and school site to the Building Principal and Director of Buildings and Grounds via Follett work order system with phone and e-mail follow up.
- Performs general site and building maintenance and cleanliness inspections while unlocking the building and reports any problems to the Building Principal/Director of Buildings & Grounds.
- Accepts, delivers, properly stores, inventories, and distributes all supplies and materials.
- Coordinates and communicates event activity needs to evening staff using Follett.
- Coordinates fire drills with alarm system in accordance with Building Principal.
- Other duties assigned by the Building Principal or Director of Building and Grounds.
- Order supplies as needed.
- Ability to routinely direct and coordinate work of custodial crew.

Qualifications:

Knowledge of:

- Methods, materials, and equipment related to cleaning and maintaining various surfaces, furniture, and equipment common to school and school grounds.
- Safety procedures relating to handling, storage, and use of chemical cleaning products and custodial and ground keeping equipment.
- Cleaning, sanitation and health standards safety, security, and minor maintenance.
- Receiving, storage and distribution of supplies and materials.
- Basic knowledge and repairs for plumbing, carpentry, electricity, and HVAC.

Other Skills and Abilities

- Effective communications skills.
- Perform heavy physical labor, climb ladders and work in confined spaces.
- 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 such as seasonal facility preparations.
- Responding to emergency situations appropriately, training will be provided.
- Prepare and maintain accurate records and reports assigned by the Director of Building and Grounds.
- Operate and maintain tools and equipment.
- Handle appropriate information on a confidential basis.
- Computer literate, knowledge of Microsoft Office Suite, Outlook, Word, and Excel a must.

Qualification Requirements:

- Education: High School diploma or GED
- Valid PA divers license
- Current Pennsylvania child abuse 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 the application date.
- Minimum 1 year (preferred) and the ability to demonstrate knowledge of custodial procedures, equipment, and cleaning procedures.
- Good verbal, written, and interpersonal skills.

ADA Compliance:

Physical ability:

Tasks involve the regular and at times sustained performance of moderately physically to physically demanding work typically involving a combination of lifting, carrying, pushing, and pulling moderately heavy equipment and materials (50-100 lbs.) The employee is required to stand, walk, climb, and balance, stoop, kneel, crawl and crouch. Use hands and fingers to handle and feel tools, objects, equipment, and controls.

Sensory requirements:

Some tasks require the ability to discriminate against odors. Vision ability requirements would include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Most tasks require visual perception and discrimination. Employees need the ability to speak and hear.

Environmental factors:

Tasks are regularly performed with the potential exposure to environmental conditions such as strong odors, machinery, wetness, humidity, temperature, noise extremes and toxic poisonous agents. The employee works with near moving machine parts and equipment and will work outdoors in weather conditions and be exposed to extreme cold or heat, fumes and air born particles. The noise level in the work environment is usually moderate.

To perform this job successfully the employee must be able to perform each essential responsibility satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. The physical and sensory demands described are representative of those that must be met by the employee to satisfactorily perform each essential responsibility. The work environment described is representative of the environment the employee will encounter while performing the job responsibilities. Reasonable accommodation may be provided to enable the employee with disabilities to perform the job responsibilities. The Solanco School District is an Equal Opportunity Employer.

The above description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

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