Solanco School District

Position: Full Time Custodian
Schedule: 2:30PM-10:30PM
Location: Solanco 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. Cleans classrooms, offices, restrooms, and hallways, locks doors and secure building, sets up for special activities and maintains school grounds in good working condition to ensure a safe and healthy environment for students, staff, and community.

Essential Functions:

- Cleans classrooms, bathrooms, hallways, offices, and gyms; sweeps, mops, and vacuums floors; dusts and polishes furniture; scrubs, cleans, and disinfects toilets and sinks; washes and cleans door glass; empties trash containers and pencil sharpeners; monitors and replaces paper products and soap as required; buffs and polishes floors; shampoos carpets; wipes and cleans office equipment; cleans walls, lockers, water fountains; scrapes chewing gum off floors, walls, lockers, chairs, and tables.
- Maintains the cleanliness of the property by picking up trash, removing graffiti from sidewalks, restroom stalls, and walls, dumping trash barrels, cleaning entrance ways.
- Snow removal and disperse ice melt to all walkways, entrances and steps as needed.
- 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/building principal 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 school and school grounds.
- 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.
- 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.

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.

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.