

WINDBER ARE SCHOOL DISTRICT JOB DESCRIPTION

Department: Facilities

Standard Title: Custodian

Primary Function:

A Custodian will execute all duties required for effective facilities maintenance.

Supervision Received:

A Custodian is directly responsible to the Facilities Manager and/or his/her designee.

Essential Duties:

1. Keep building and premises clean at all times.
2. Participate in necessary painting and minor general repairs to plumbing, electrical, carpentry and mechanical areas.
3. Complete cleaning schedule for assigned areas; look for ways to improve in assigned areas.
4. Maintain a positive relationship with staff and students.
5. Be responsible for building security and promptly report to supervisor or principal if any act of vandalism or damage.
6. Be responsible for opening and/or securing of buildings for school and other events as scheduled each day; insuring that all gates, doors, and windows are secured; water fixtures are turned off; all lights except those left on for safety reasons are turned off; alarm is activated.
7. Perform preventive maintenance routines and inspections as prescribed by the Facilities Manager.
8. Acquire knowledge and skill in the proper use of materials, equipment, and supplies utilized in the performance of the custodial routines.
9. Assist Facilities Manager as required.

Duties as Assigned:

General

1. Open and inspect buildings.
2. Complete work orders and performs maintenance on the buildings.
3. Inspect and repair playground equipment.
4. Clean hallways and restrooms as needed.
5. Cleanup and spills or accidents that may occur.
6. Pickup and dispose of trash from the cafeteria.
7. Pickup and dispose of trash on school grounds.
8. Assist with mowing and snow removal.
9. Prepare and clean designated areas for activities.
10. Prepare Cafeteria for students.

11. Deliver food supplies to and from the high school.
12. Maintain a record of work performed.

Restrooms

1. Check ceilings and walls for dirt and clean accordingly.
2. Remove writing and graffiti from surfaces immediately.
3. Check doors, windows, and window ledges.
4. Clean and disinfect all commodes, sinks, urinals, and showers.
5. Check and replenish soap and paper products.
6. Empty trash cans and install new bags.
7. Mop and disinfect floors.

Classrooms and Hallways

1. Clean walls removing any writing or graffiti immediately.
2. Clean lockers, windows, windowsills, and furniture.
3. Empty pencil sharpeners.
4. Clean chalk boards unless otherwise noted by teacher.
5. Clean and sanitize drinking fountains.
6. Empty trashcans and deposit in dumpster.
7. Sweep floors. Wet mop as needed at least once a week. Refinish as needed. Vacuum carpet and scrub as needed.

Secondary Duties:

1. Diagnose and make minor repairs that are within their capabilities, i.e. changing light bulbs, plunging restroom fixtures.
2. Shall help prepare for events in their building and assist in clean up afterwards. Gyms and auditoriums, etc. games, meetings, concerts. Contribute after all events.
3. Help in snow and hazard removal from inside and outside the school to ensure safety of all people attending school events.
4. Attend and participate in district-sponsored in-service programs.
5. Performs duties with awareness of all LEA requirements and practices.
6. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Stand/Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 60 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Knowledge of cleaning methods, materials, and equipment.
2. Read basic operating instructions and complete work orders.
3. Demonstrates aptitude for successful completion of the tasks assigned.
4. Display positive attitude and good judgment in working with students and adults.
5. Be neat and clean in body and dress.
6. Show initiative and flexibility in assuming and completing assignments and other duties with prompt attention.
7. Display willingness to learn new custodial/maintenance procedures and implementation of such procedures.
8. Be part of the team and work as a team member. Working with all employees.
9. Alternatives to the above qualifications may be made as the board finds appropriate and acceptable.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.

