

**APOLLO-RIDGE SCHOOL DISTRICT
POSTING - BUILDING & GROUNDS – PART-TIME CUSTODIAN**

Job Title:	Custodian	Reports to:	Director and Assistant Director-Building & Grounds
Department/Group:	Building & Grounds	Location:	High School
Bargaining Unit:	SEIU 32 BJ	FLSA Status:	Non-Exempt
Job Description			
ROLE AND RESPONSIBILITIES			
<p>The custodian will work directly under the Supervisor of Custodial and Property Services and the Director of Building & Grounds and in cooperation with the building administrator to ensure the students a safe, attractive, comfortable, clean, and efficient place that is conducive to an excellent learning environment.</p> <ul style="list-style-type: none"> • Display emotional stability and good judgment in working with children and adults. • Be dependable, trustworthy, honest and of good character. • Be neat and clean in body and appearance. • Have adequate strength to perform all duties and possess a strong constitution for the clean-up of disagreeable items. • Show initiative and flexibility in assuming and completing assignments and other duties with prompt dispatch. • Have a working knowledge of custodial maintenance services concerning safety and efficiency. • Display willingness to learn new custodial maintenance procedures and implementation of same. <p>Custodial maintenance service personnel shall receive all due consideration of their negotiated union contract and the evaluated performance of their tasks as described within this job description.</p>			
<ol style="list-style-type: none"> 1. Keep the building and premises neat, clean, and in a safe manner at all times. 2. Report to work on time or notify the Director of intended absence. (Minimum of three (3) hours prior to scheduled duty.) 3. Be responsible for building security and promptly report to the Supervisor of Custodial and Property Services or the Director of Facilities and Property Services or building administrator any act of vandalism or evidence of the same. 4. Be responsible for opening and/or closing of building for school and other events as scheduled. 5. Be responsible for inventory, supplies, material, and equipment of assigned building. 6. Clean and maintain, in a sanitary manner, all lavatories, supply closets, wash rooms, toilets, locker rooms, and like areas. 7. Maintain classrooms, offices, hallways and like areas in a meticulously clean condition with attention to detail - to ensure they are clean, safe and attractive. 8. Perform preventive maintenance routines and inspections as prescribed by the Director of Facilities and Property Services. 9. Change any/all light bulbs as needed. 10. Paint, polish, and make minor repairs as needed or directed. 11. Acquire knowledge and skill as to proper use of materials, equipment, and supplies utilized in the performance of custodial maintenance routines. 12. Assist maintenance personnel as required. 13. Prepare and set up areas to be used for facility use events. 14. Be responsive to facility use needs. 15. Keep all custodial equipment (including but not limited to vacuum cleaners and floor equipment) in top operating condition. Also perform a weekly check of assigned custodial equipment in your use. 16. Responsible for all duties listed on the individual custodial task assignment list. 17. Perform such other tasks and assume such other responsibilities as the Supervisor of Custodial Services and/or the Director of Facilities and Property Services and/or building administrator(s) may, from time-to-time, assign or delegate. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
High School diploma or equivalent			
EVALUATION			
Performance of this job will be evaluated by the Assistant Director of Buildings & Grounds			
SEND LETTER OF INTEREST TO	Mr. Randy Oaks, Asst. Dir. Building & Grounds	POSTING EXPIRES	When a suitable candidate is hired.
SUPERINTENDENT SIGNATURE		POSTING DATE	April 29, 2018

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Analysis of Physical Demands of Position

To be included in the Qualifications section as required by the Americans with Disabilities Act (A.D.A.) Standards.

Check physical demands that apply

Describe job responsibilities that require physical demands checked

1. Strength

- A. Standing
- Walking
- Sitting
- B. Lifting 40 lbs.
- Carrying 40 lbs.
- Pushing 40 lbs.
- Pulling 40 lbs.

The nature of this position requires the employee to be able to perform all of the physical demands. The employee may be asked to use any or all of these attributes whether it be performing duties as assigned or communicating with students, peers and/or supervisors and/or members of the community at large.

- 2. Climbing
- 3. Balancing
- 4. Stooping
- 5. Kneeling
- 6. Crouching
- 7. Crawling
- 8. Bending
- 9. Reaching
- 10. Handling
- 11. Manual Dexterity
- 12. Speaking
- 13. Hearing
- 14. Seeing
- 15. Depth Perception
- 16. Color Vision
- 17. Driving

PA Drivers License
Individual may be asked to drive district-owned vehicles.