

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: C-1 Custodian

REPORTS TO: Building principal and/or the Director of Facilities and Operations and/or his/her designee.

JOB SUMMARY: Performs duties necessary to the care, protection and preservation of the buildings and grounds in his or her charge. The health, safety, and welfare of the occupants are entrusted to his or her care therefore, high standards in regard to cleanliness, sanitation, orderliness and safety must be maintained.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Operates and cleans heating, ventilating and air condition systems, replacing filters, lubricating working parts where applicable.
2. Exercises extraordinary precautions to avoid fires, being familiar with fire alarm procedures and seeing that all fire exits are clear.
3. Ascertains security of building, checking all doors and windows. Adjusts and conserves fuel, water and electricity continually. Conducts periodic inspections of all electrical installations in the school to insure their safe condition. Reports any apparent malfunction of equipment or damage to building to the head custodian for immediate action (e.g., broke windows, faulty electrical switches and other safety hazards)
4. Requests necessary custodial supplies and equipment and evaluates their effectiveness with the Custodial Supervisor, head custodian and other management personnel. Check, clean and properly care for custodial tools and equipment.
5. Performs custodial duties, such as sweeping, dusting and mopping or vacuuming floors, stairs, and corridors. Waxes and buffs floors as required. Maintains cleanliness and sanitation of toilets and drinking fountains, sinks, lavatories, urinals. Replenishes soap dispensers, toilet paper holders and towel holders.
6. Dusts and washes furniture, walls, wainscoting, ceilings, woodwork and handrails. Cleans chalkboards and erasers, empties wastebaskets, cleans glass and polishes metal fixtures.
7. Performs miscellaneous work such as washing windows, changing light bulbs and installing, servicing and cleaning routine equipment (e.g., pencil sharpeners, soap dispensers, tissue holders, map racks, floor machines, vacuums).
8. Performs custodial work in school offices, faculty rooms, cafeterias, gymnasium, stairwells, halls, locker rooms and showers, scrubbing and disinfecting areas as necessary for health and safety reasons. Adjust window shades and blinds nightly.
9. Assists in the preparation of school events by setting up or removing tables, chairs, furniture, flags, signs, decorations, etc., as required. May assist in cafeteria by removing

garbage, spot mopping and cleaning loading platforms, checks playground equipment and makes minor repairs.

10. Maintains upkeep of grounds by mowing, sweeping or removing snow and ice from walks and entrances to building and by keeping grounds free from paper and debris.
11. Perform other related duties as assigned by the Building Principal and/or the Director of Facilities and Operations and/or his/her designee.

QUALIFICATIONS: Physical and emotional stamina sufficient to work effectively as a member of a crew performing custodial work requiring team effort. Sufficient language and personal skills to perform basic tasks without close supervision. Maturity and ability to deal harmoniously and effectively with other custodians, school staff, parents and students.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs. or more. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Ability to operate various office equipment. Must possess active listening skills.

CLASSIFICATION: Support staff; custodial/maintenance position; 12 month classification. Cabinet Code – A.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

7/14/06-bac