

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** C-3 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. Performs duties involving the coordination of work and the assignment of work to employees of lower classifications.
2. Directs, coordinates, and works with other custodians in the proper use of material and equipment. Monitors time cards of custodial staff before they are picked up.
3. Assists the maintenance operations manager in developing budget supply requests. Maintains and controls equipment and supply inventories. Requests and recommends necessary custodial supplies and equipment and evaluates their effectiveness and usability with the maintenance operations manager and other management personnel.
4. Assumes responsibility for building safety, clearing all fire exits, checking all safety devices, and properly storing combustible materials. Assists in fire department and boiler inspections, corrects or reports all safety hazards at once (e.g., broken windows, loose steps, open holes, broken stakes, faulty electrical switches).
5. Inspects, cleans, and operates heating, ventilation, electrical, air conditioning, and fire alarm systems in accordance with prescribed instructions. Orders fuel oil as needed. Maintains boiler room and fixed equipment in excellent condition and free of debris and clutter, lubricating moving parts where applicable, and cleaning boilers and flues as scheduled. Pulls both front and rear filters and cleans or replaces them for maximum heating production. Provides emergency maintenance for the heating system. Submits all required reports and forms on schedule.
6. Familiar with operation of security alarm system. Maintains security of building, checking all doors and windows. Adjusts and conserves fuel, water, and electricity continually. Reports to the maintenance operations manager and building principal any apparent malfunction of equipment or damage which is not of a custodial nature to repair.
7. 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. May scrub and disinfect locker and shower room areas for health and safety reasons in building which has such facilities.
8. Dusts and washes furniture, walls, ceilings, woodwork, and handrails. Cleans chalkboards

and erasers.

9. Performs miscellaneous work such as washing windows, changing light bulbs, servicing, and cleaning equipment (e.g., floor machines, vacuums, pencil sharpeners, soap dispensers, tissue holders, etc.).
10. Receives deliveries and makes receipts known to proper authority. May distribute school supplies from supply room. Insures proper display of the American flag.
11. 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.
12. Performs duties for upkeep of grounds, sweeping, or removing snow and ice from walks and entrances and keeping grounds free from paper and debris.
13. Operates emergency electrical plant at least twice per week; checks need for gasoline, if plant is operated by gasoline, and orders it; checks level of water in battery at all times; keeps battery terminals clean; lubricates moving parts; check battery charge.
14. Performs miscellaneous work such as washing windows, changing light bulbs, servicing, and cleaning equipment (e.g., floor machines, vacuums, pencil sharpeners, soap dispensers, tissue holders, etc.).
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16. 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.
17. Performs duties for upkeep of grounds, sweeping, or removing snow and ice from walks and entrances, and keeping grounds free from paper and debris.
18. Operates emergency electrical plant at least twice per week; checks need for gasoline, if plant is operated by gasoline, and orders it, checks level of water in battery at all times; keeps battery terminals clean; lubricates moving parts; check battery charge.
19. Performs other duties as assigned by the Principal, and Director of Facilities and Operations and/or his/her designee.

**QUALIFICATIONS:** At least one year's experience in the direction and supervision of custodial personnel is highly desirable. Basic knowledge of the principles of heating, ventilation, sanitation, and maintenance of school plant. 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 – N.

**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.)*