

# Part-time Custodian - Elementary School

## Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

Page 1

**Position Level:** E

**Supervisor:** Supervisor of Custodians

**Work Schedule:** 4 Hours Per Day/20 Hours Per Week/12 Months Per Year

### Basic Job Function:

Perform activities to keep buildings and grounds in a clean (Level 2 Standards), safe and well-maintained condition and carry on other duties as requested by the Facilities Director, Custodial Supervisor, Building Principal and/or Head/Lead Custodian in order to create the best possible conditions for the education of children

### Education and Experience:

High school diploma or GED required  
Post-secondary courses beneficial  
Related experiences  
Knowledge of basic work area operations and procedures

*This position holder must abide by the District Policies and Administrative Guidelines and be able*

*to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.*

### TYPICAL DUTIES

Secure the American Flag as needed  
Operate and maintain equipment used to clean the facility  
Clean, sanitize and maintain supplies for buildings and outdoor facility  
Perform routine preventative maintenance and minor repairs to building equipment  
Assist in preparing building for various functions as directed  
Assist staff, employees and visitors  
Assist with snow removal  
Dust-mop floors with treated dust mops  
Scrub walls, light fixtures, floors, windows, water fountain, desks, chairs, whiteboards, erasers and empty pencil sharpeners  
Vacuum carpets using various sizes of vacuums  
Use wet mop as needed  
Dust classroom, projectors, computers, lockers, bookcases and areas as assigned  
Climb various size step ladders for various job functions  
Lift and carry boxes of towels, toilet tissue or cleaning chemicals that may weigh 50 pounds or more  
Fold and unfold bench-type portable cafeteria tables  
May be asked to cover afternoon crossing  
Control retractable bleachers and basketball backboards  
Unload bags of trash from 30 to 60-gallon trash containers and place them in the building dumpster  
Carry approximately 80-pound bags of salt or calcium

# Part-time Custodian - Elementary School

## Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

Page 2

Move furniture, which includes file cabinets, teacher and student desks, chairs, tables, and teaching materials and supplies

Accept and assist with deliveries

Move, utilize and store floor scrubbing machines, wet vacuums and carpet extraction systems

Assist in the recycling program

Assist with school functions by allowing building access and setting up/removing items needed

Secure the building/section

Complete necessary paperwork on a timely basis

Assist with fire drills or other emergency situations

Monitor temperature gauges for proper function

Strive to continually improve skills using appropriate methods

Perform other duties as assigned by Supervisor or Administrator

## ESSENTIAL SKILLS

### Physical Demands - Employee must be able to:

Stand for extended periods of time

Walk for extended periods of time

Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.

Use hand strength to handle objects, tools, or controls

Perform heavy lifting - up to 80 pounds

Use weight bearing equipment to perform heavy lifting over 80 pounds

Have the manual dexterity to prepare documents and use office equipment

Climb/descend full flights of stairs

Drive in all types of weather

### Sensory Abilities - Employee must have the ability to use:

Visual acuity to read

Visual, verbal, and hearing acuity to interact with others

Interpersonal skills to communicate effectively with others

Appropriate language

Proper manners

### Work Environment - Employee must be able to:

Function effectively in a variety of conditions

Perform effectively in a noisy environment

Maintain a safe and sanitary environment

### Temperament - Employee must be able to perform:

Effectively in a collaborate team environment

Cooperatively, congenially and be service-oriented

In an environment with frequent interruptions

Under various pressures

Effectively with people of various ages

Patiently, maturely, and be caring with others

# Part-time Custodian - Elementary School

## Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

Page 3

---

### **Cognitive Ability - Employee must have the ability to:**

- Follow written and verbal directions
- Complete assigned tasks with minimal supervision
- Perform independently within the limits of assigned responsibility
- Independently make work-related decisions
- Operate the building in the absence of other authority
- Organize and manage your work area
- Handle stressful situations with others
- Give instructions to others as needed
- Be self-motivated
- Manage and prioritize multiple tasks effectively
- Assess how others can benefit from your help
- Use correct grammar, sentence structure and spelling
- Use written communication effectively
- Perform mathematical computations
- Be flexible in dealing with others

### **Specific Skills - Employee must have the ability to:**

- Learn and use new technology effectively
- Implement changes
- Appropriately handle confidential information
- Use leadership skills and managerial skills
- Legally operate motorized vehicles
- Utilize knowledge of various equipment
- Use knowledge of laws relating to vehicular and pedestrian traffic
- Use knowledge of laws relating to security of operations and activities
- Handle routine and emergency situations effectively
- Be flexible
- Know basic first aid
- Follow a time schedule

### **License:**

Motor Vehicle

### **Comments:**

- Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy.
- Strive constantly to promote the safety, health, and comfort of students, teachers, and staff.
- Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving work environment and complete the necessary daily operational duties.
- Must be friendly, helpful, and patient while working with others to ensure a positive learning experience.
- Also, must have the ability to interact effectively with students.

# Part-time Custodian - Elementary School

## Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

Page 4

---

**Evaluation:** The employee will be evaluated annually according to Board Policy #512.

---

### ACKNOWLEDGMENT:

**Employee:** The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/Administrator: \_\_\_\_\_

*The Gettysburg Area School District is an Equal Opportunity Employer.*

Approved copy to:

Employee Handbook

Supervisor/Administrator

Personnel File