

Full-time Custodian - Elementary School

Job Description

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

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Range: V

Supervisor: Supervision of Custodians

Work Schedule: 8 Hours Per Day/40 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, Supervisor of Custodians, Building Principal and/or Head 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

Maintain and requisition necessary supplies used to operate in a safe manner

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

Control retractable bleachers and basketball backboards (Lincoln Elementary Only)

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

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

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- 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 elevator and chair lift operations (Lincoln Elementary Only)
- Assist with fire drills or other emergency situation
- Assist with heavy lifting in the kitchen area
- 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

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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
- Schedule and perform routine operations in absence of Head Custodian
- Supervise and instruct others in various activities in absence of Head Custodian
- 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.

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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