

SOUTHERN YORK COUNTY SCHOOL DISTRICT

JOB DESCRIPTION: CUSTODIAN

QUALIFICATIONS:

1. Demonstrated aptitude for successful fulfillment of performance responsibilities.
2. Alternate qualifications as determined by the Board of Education.
3. Must have ability to follow oral and written instructions.
4. Certification of good health signed by a licensed physician.
5. Completion of I-9 form, verification of U.S. Citizenship

REPORTING AUTHORITY: Head Custodian

JOB GOAL: To provide students, staff, and community with a safe, attractive comfortable and clean place in which to learn, play, and develop.

ESSENTIAL FUNCTIONS:

1. Perform floor care operations; vacuums, mops, scrubs, strips, and applies finishes to floor.
2. Strip and applies waxes and polishes to furniture.
3. Scrub and dust walls, floor, furniture and fixtures.
4. Clean and disinfect lavatories.
5. Dispose of waste paper, material and garbage.
6. Shovel snow from walks and steps.
7. Assist in keeping outside premises in an orderly condition.
8. Set up and dismantles equipment.
9. Replace light bulbs.
10. Make simple repairs to building, equipment and fixtures such as replacement of missing screws, nails, nuts or bolts, adjustment of cleaning equipment, operating valves, and opening of clogged drains.
11. Paint and caulk.
12. Unload trucks including the use of tow motor.
13. Store and deliver supplies as requested.
14. Replace lavatory supplies.
15. Move furniture and equipment.
16. Climb ladders and scaffolding.
17. Open and lock buildings.
18. Operate custodial equipment, such as floor machines, wet vacuums, carpet cleaners, vacuums, etc.
19. Operate power equipment for grounds maintenance and snow removal procedures, such as lawn mowers, weed trimmers, hedge trimmers, snow blowers, etc. Use hand tools such as shovels, rakes, hand trimmers, etc. Pick up trash. Follow District beautification program.
20. Direct vehicular traffic and assist with crowd control at events and drills including but not limited to morning arrival, graduation, and bus evacuation drills.
21. Report immediately to the Head Custodian any damage to school property, or condition which effects health and safety of students and personnel as it becomes known.
22. Perform such other related tasks as may be assigned by the Head Custodian. Each custodian shall receive a specific list of assigned duties for the school to which he/she is assigned.
23. Respond to emergencies involving fire alarms, fire suppression systems, burglar alarms, etc. Able to reset alarms. Meet and coordinate with emergency personnel.
24. Must work overtime, as needed, for emergencies, special events, and snow removal.

POSITION SPECIFICATIONS:

Physical Demands:

1. Standing for periods of time.
2. Moderate lifting from 20 to 50 pounds.
3. Manual dexterity to use equipment
4. Operate custodial equipment such as: floor machines, wet vacuums, carpet cleaners, vacuums, etc.

Sensory Abilities:

1. Visual acuity to read correspondence.
2. Auditory acuity to be able to use telephone.
3. Ability to speak clearly and distinctly.

Work Environment: All areas of the buildings and grounds.

Temperament:

1. Ability to work as a member of a team.
2. Must be courteous and able to work with people.
3. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.
4. Ability to work in an environment with frequent interruptions

Cognitive Ability:

1. Ability to follow written and verbal directions.
2. Ability to create and delegate assignments.
3. Ability to complete assigned tasks with minimal supervision.
4. Ability to read and write.
5. Ability to work independently and make work-related decisions.
6. Ability to exercise good judgment in prioritizing tasks.
7. Ability to communicate effectively at all organizational levels.

Specific Skills:

1. Ability to operate maintenance equipment.
2. Must appropriately handle confidential information.
3. Ability to manage a complex department with varied changing, service demand.

License and Clearances:

1. Act 34, 114, and 151 clearances.

Comments:

1. Position holder must have a friendly, helpful, caring personality.
2. Position holder has relatively unrestricted access to information for the district and knowledge of management/operational activities.
3. Discretion is required.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

TERMS OF EMPLOYMENT:

Twelve months with hourly wage and benefits determined by the Board of School Directors. Salary and performance increments are at the category III level of non-union support staff compensation plan.

EVALUATIONS PROCESS:

Annually by the Head Custodians

Adopted by Board of Directors: October 20, 1983

Revised by Board of Directors: January 21, 1999

Revised by Board of Directors: May 22, 2014

The Southern York County School District is an Equal Opportunity Employment, Educational/Service Organization.