



Facilities Services  
1301 Sumner Avenue  
Allentown, PA 18102  
Phone: 484-765-4980  
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## **JOB DESCRIPTION**

### **SUBSTITUTE CUSTODIAN**

#### **School District of the City of Allentown**

##### **General Duties:**

1. Collect and dispose of all trash and is responsible for the proper separation and disposal of all recycling.
2. Clean, sanitize, and restock washrooms, restrooms, kitchens, cafeterias, and water fountains.
3. Daily cleaning, sweeping, dusting, wet mopping, vacuuming of all walls, floors, windows, furniture both inside and outside the facility.
4. General maintenance and cleanup of all grounds, including grass and weed cutting and snow removal.
5. Must be able to work at any School District building.
6. Must be able to work no more than 29 hours per week, either 1<sup>st</sup> shift or 2<sup>nd</sup> shift.
7. Perform other reasonable duties assigned by the Head Custodian, building Principal, or immediate Supervisor.

##### **PHYSICAL DEMANDS**

The physical demands 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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.