

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Custodian – Level III

QUALIFICATIONS:

- A. Ability to read, write, and perform simple math. High school diploma or equivalent preferred.
- B. Light maintenance skills.
- C. Ability to operate industrial-rated cleaning equipment, perform industrial-type cleaning tasks, climb ladders, and work at heights of at least 16 feet.
- D. Ability to work with adults and students in an alternative education, special education, pre-school, and/or daycare environment.
- E. Ability to lift heavy objects (50 lbs. to a height of 30"; 30 lbs. to a height of 66").
- F. Ability to maintain confidentiality relative to workplace matters.
- G. Possess valid Pennsylvania driver's license.
- H. Ability to successfully complete post-offer job-related essential function screening.
- I. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Custodial Supervisor

POSITION GOAL:

Maintain, clean, and assume primary responsibility for the building areas owned and/or occupied by the Berks County Intermediate Unit.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Perform assigned custodial tasks ever vigilant of maintaining confidentiality regarding material seen or overheard in the course of performing job duties.
- B. Assume primary responsibility for ensuring that assigned building is clean and maintained per BCIU expected standards and protocols.
- C. Hold primary responsibility for reporting building issues to BCIU Administration.
- D. Provide on-site training to custodial staff on an as-needed basis as directed by the Custodial Supervisor.
- E. Sign for deliveries and services in the absence of a Building Administrator.
- F. Maintain inventory of cleaning supplies and advise Custodial Supervisor when reorders are necessary.
- G. Be familiar with custodial responsibilities at all BCIU sites so as to provide backup and/or additional custodial coverage, if necessary.
- H. As assigned, clean all interior and exterior areas by safely utilizing the appropriate equipment.
- I. Empty trash/change trash can liners/remove trash.
- J. Snow removal and salt, when necessary, to provide a clean area at all entrances/exits, and walks.
- K. Move furniture and other equipment as necessary and set up rooms as needed.
- L. Sweep/clean outside walks and areas around building.
- M. Ensure that rooms/building are secure after cleaning.
- N. Assist in the operation of the lunch program if necessary.

- O. All other related duties as assigned.

POSITION SPECIFICATIONS:

- A. Physical Demands
 - Daily lifting - up to 50 pounds
 - Daily carrying - up to 50 pounds
 - Daily pushing and pulling - up to 150 pounds
 - Occasional climbing, particularly on ladders up to 10'
 - Daily reaching, kneeling, crouching
 - Regular bending, stooping, twisting, grasping
 - Active movement on regular basis
 - Ability to successfully complete essential function screening
- B. Sensory Abilities
 - Visual acuity to be able to see when areas are clean
 - Ability to detect the smell of hazardous odors
 - Depth perception to be able to judge distance from objects
 - Ability to see or hear fire alarm signal
 - Ability to distinguish colors
- C. Work Environment
 - Inside regularly and outside occasionally
- D. Temperament
 - Ability to perform routine tasks repeatedly to the satisfaction of immediate supervisor
 - Ability to work as a member of a team
 - Must be courteous and able to deal effectively with the various publics that use the facility
 - Must be cooperative, congenial and service-oriented
- E. Cognitive Ability
 - Ability to follow simple directions as given by supervisor
 - Ability to follow to completion assigned tasks with minimal supervision
 - Ability to schedule time to meet deadlines
- F. Specific Skills
 - Ability to use industrial floor equipment such as carpet extractor, floor scrubber, buffer, and high-speed burnisher.

TERM OF EMPLOYMENT:

Non-Exempt. Full Time/Part Time; Ten (10) or Twelve (12) months/year. Hourly rate established as per AFSCME Collective Bargaining Agreement. Level III.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. The probationary period for new hires shall be ninety (90) days in length.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Revised: May 17, 2019

CC: Employee File