BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Custodian – Level IV

QUALIFICATIONS:

A. Ability to read, write, and perform simple math. High school diploma or equivalent preferred.
B. Light maintenance skills.
C. Basic computer skills required.
D. Strong interpersonal skills and ability to work cooperatively and effectively 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. Available for assigned weekend coverage.
I. Ability to successfully complete post-offer job-related essential function screening.
J. Ability to operate industrial-rated cleaning equipment, perform industrial-type cleaning tasks, climb ladders, and work at heights of at least 16 feet.
K. 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:

Program Administrator of Operations

POSITION GOAL:

Assist the Program Administrator by maintaining and cleaning building areas occupied by the Berks County Intermediate Unit; assist the supervisor in scheduling and coordination of custodial operations.

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. Train, mentor, assist all custodial employees in custodial responsibilities, BCIU policies, and expected practices and procedures.
C. As assigned, travel to other BCIU sites to perform custodial duties and deliver supplies.
D. Oversee the custodial staff in the absence of the Program Administrator of Operations.
E. Distribute meeting room setup/cleanup assignments and check that all such assignments are properly completed.
F. Maintain inventory of cleaning supplies and advise supervisor when reorders are necessary.
G. As assigned, clean all interior and exterior areas by safely utilizing the appropriate equipment.
H. Empty trash/change trash can liners/remove trash.

I. Maintain inventory of cleaning supplies and advise supervisor when reorders are necessary.
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. Report malfunctioning equipment and building repairs to supervisor.
M. Ensure that the interior and exterior of the building are secure.
N. 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 twelve (12)-months/year. Hourly rate established as per AFSCME Collective Bargaining Agreement. Level IV.

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) calendar 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: February 20, 2024

CC: Employee File