



JOB INFORMATION

Title:	Custodian (Second Shift) - Centennial S D
FLSA:	Non-Exempt
Terms of Employment:	260 Days /Twelve Months
Employee Group:	Support / Compensation Agreement
Location	Various Buildings
Last Edited On:	9/28/2022

ORGANIZATION

County:	Bucks
Entity:	Centennial S D
Department:	Assigned Department per Organizational Chart
Reports To:	Assigned Administrator
Supervises:	None

JOB GOAL

To maintain the cleanliness of instructional areas, restrooms, cafeterias, locker rooms and all other areas of the building to include maintenance of grounds.

ESSENTIAL FUNCTIONS

1. Maintains all school buildings, ensuring a clean and orderly condition by sweeping, mopping, scrubbing, and vacuuming classrooms, library, hallways, stairs, cafeteria, gymnasium, and office spaces. Spot cleans walls, cleans furniture, white boards, blackboards, glass, windowsills, pencil sharpeners and empties wastebaskets and recycling receptacles. Replaces supplies, as needed.
2. Thoroughly cleans and disinfects water fountains, bathrooms, showers and locker rooms. Stocks paper towels and toilet paper. Removes graffiti.
3. Performs other custodial duties as assigned in a professional and efficient manner, using proper equipment and supplies for the job.
4. Responsible for summer cleaning including but not limited to stripping and waxing floors in the assigned areas, cleaning of all assigned areas including lights, washing walls, and cleaning faculty refrigerators.
5. Notifies appropriate personnel of need to secure additional supplies to ensure sufficient inventory. Notifies appropriate personnel of any equipment failure or missing equipment. Notifies appropriate personnel of needed repairs or building maintenance concerns.
6. Assists with maintenance projects as needed; performs minor maintenance repairs and/or upkeep such as painting, replacing light bulbs, air conditioner filters and other related maintenance duties.
7. Arranges designated facilities for all assemblies, programs and plays during the school day including seating, lighting, audio-visual needs, and anything else needed.
8. Provides building access to groups for scheduled activities, as well as, secures the building once the activity is completed.
9. Inspects grounds for debris daily and empties outdoor trash receptacles as needed.
10. Cleans and prepares areas for scheduled activities before and after the activity.
11. Removes snow, spreads ice melt and cleans up leaves.
12. Performs all assigned work in a safe manner. This includes using all safety equipment when required and maintaining all tools in a safe operating condition.
13. Complies with District policy, local, state, and federal laws and procedures for the use, storage, and disposal of waste, cleaners, chemicals, and all other products and materials used in performing duties.
14. Responds to emergency situations, vandalism, power failure and, storm and water pipe failures.
15. Maintains equipment, work space and job sites in a clean and orderly way. Unloads materials, supplies and equipment when received.
16. Directs student, bus, and/or car traffic, as required.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
High School		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
6-12 months			X	

Driver's License

- ☒ Valid Driver's License Required

SCOPE

Analytical Demands

- ☒ Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

Supervision

- ☒ No supervisory duties.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.

Temperament

- ☒ Must be cooperative, congenial, and service oriented.

Cognitive Ability

- ☒ Ability to exercise good judgment.
- ☒ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.

Workplace Expectations

- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Responds appropriately to supervision and direction.

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.

Standard ADA Settings

Standard ADA Selection	Office Classroom X Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment		X			
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)			X		
<input checked="" type="checkbox"/>	Use of Personal Protective Equipment				X	
<input type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)					
<input checked="" type="checkbox"/>	Standing for extended periods of time				X	
<input checked="" type="checkbox"/>	Walking for extended periods of time				X	
<input checked="" type="checkbox"/>	Crawling			X		
<input checked="" type="checkbox"/>	Climbing			X		
<input checked="" type="checkbox"/>	Repeated Bending				X	
<input checked="" type="checkbox"/>	Gripping/Holding				X	
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)			X		
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)		X			
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)			X		
<input checked="" type="checkbox"/>	Lifting (Weight)			X		60 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)			X		60 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
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☒ Subject to inside environmental conditions
☒ Subject to outside environmental conditions
☒ Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)

Working Environment

Working Condition

- ☒ May be exposed to hazardous materials, body fluids, or disease
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin