

**EPHRATA AREA SCHOOL DISTRICT
EPHRATA PA 17522**

Position Title: Custodian
Department: Custodial/Maintenance
Reports To: Head Custodian/Maintenance Director

POSITION PURPOSE

POSITION FUNCTIONS IN A TYPICAL WORK DAY:

CATEGORY: Cleaning, general

- a. Corridors and stairs. Cleaning and removing scuff marks.
- b. Lavatories
- c. Glass, window sills, doors and windows.
- d. Empty trash containers. Properly handle recycle materials.
- e. Classrooms. All areas including carpets.
- f. Clean student desktops and chairs.
- g. Summer cleaning activities.

CATEGORY: Equipment/supplies transfer.

- a. Assemble and/or move furniture/equipment as required.
- b. Unload incoming and load outgoing trucks.
- c. Deliver supplies, equipment, books, etc.
- a. Use of various size ladders and powered man-lifts

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Frequent lifting and carrying 25-75 pounds. Lifting, pulling, pushing, visual acuity.

CATEGORY: Building/site security.

- a. Lock/unlock the building as required.
- b. Secure all building windows.
- c. Perform building security check before the end of shift. (night shift)
- d. Report to the Head Custodian any vandalism, safety and security hazards

CATEGORY: Minor maintenance

- a. Change light bulbs as needed.
- b. Replace ceiling tiles.

CATEGORY: Groundskeeping.

- a. Weeding, trimming, and mulching around exterior of building.
- b. Sweep sidewalks and remove litter from playgrounds, play fields, parking lots.
- c. Snow removal.

ADDITIONAL MACHINERY/EQUIPMENT:

- a. Leaf blower.
- b. Snow plow, tractor and/or truck.
- c. Snow blower.
- d. Cinder/salt spreader.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Ability to operate grounds equipment in extreme hot and cold environment for extended periods.

CATEGORY: Special events.

- a. Set-up equipment as required for each event.
- b. Move gymnasium bleachers as required.
- c. Assist and oversee groups using the building.
- d. Following the event return the building to school set-up.

ADDITIONAL PHYSICAL CAPABILITIES REQUIRED: Frequent lifting and carrying 25 – 75 pounds. Lifting, pulling, pushing occasionally.

CATEGORY: Public relations.

- a. Present a positive image in all dealings with the administration, building staff, students, and the general public.
- b. Respond positively and appropriately to students, parents, and community members.
- c. Ability to work independently or as a team member.

CATEGORY: Other duties as required.

GENERAL POSITION REQUIREMENTS:

EDUCATION/CERTIFICATION: High School Diploma.

PHYSICAL CAPABILITIES: Must be able to:

- a. Bend/stoop, squat and reach above shoulder height occasionally.
- b. Lift and carry up to 10 pounds frequently.
- c. Lift and carry between 11 and 80 pounds occasionally.
- d. Do repetitive actions including grasping, pushing/pulling, frequent climbing, balancing, crouching, crawling, twisting/turning, feeling, hearing, talking frequently.

- e. Use head and neck in static position, flexing, and rotating frequently.

PHYSICAL ENVIRONMENT: Position encompasses entire building. Exposure to hazards include a variety of physical conditions such as closeness to moving mechanical equipment, electrical current, working on scaffolding, ladders or high places, exposure to chemicals and industrial cleaners.

DRESS CODE: Proper dress is required. Compliance with reasonable standards for dress has a positive effect on the school district. Sweatpants and/or wind pants are not allowed.

MACHINERY AND EQUIPMENT: Automatic scrubbers, wet and dry vacuum, buffer, power tools, hand tools, wet/dry mop.

POSITION DESCRIPTION GENERAL NOTES:

- a. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed are essential job functions. Employees will also be required to follow any other job related instructions and to perform any other job related duties as requested by their supervisor.