

Custodian - Middle School

Job Description

Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007

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Position Level: E

Supervisor: Director of Buildings & Grounds

Work Schedule: 4 Hours Per Day/20 Hours Per Week/12 Months Per Year/2nd Shift

Basic Job Function:

Perform activities to keep buildings and grounds in a clean, safe and well maintained condition and carry on other duties as requested by the Director of Buildings and Grounds and/or Building Principal in order to create the best possible conditions for the education of children

Education and Experience:

High school diploma or GED required

Post-secondary courses beneficial

Related experiences

Knowledge of basic work area operations and procedures

This position holder must abide by the District Policies and Administrative Guidelines and be able to use the Essential Skills to perform the Typical Duties listed on this Job Description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.

TYPICAL DUTIES

Be responsible to secure the American Flag

Operate and maintain equipment used to clean the facility

Clean, sanitize and maintain supplies for buildings and outdoor facility

Perform routine preventative maintenance and minor repairs to building equipment

Receive, deliveries, operate school vehicles, assist in preparing building for various functions as directed

Maintain and requisition necessary supplies used to operate in a safe manner

Assist staff, employees and visitors

Assist with snow removal and general grounds care

Dust-mop floors with treated dust mops

Scrub walls, light fixtures, floors, windows, water fountain, desks, chairs, blackboards, erasers and empty pencil sharpeners

Vacuum carpets using various sizes of vacuums

Use wet mop as needed

Dust classroom, TV's, VCR's, computers, lockers, bookcases and areas as assigned

Climb various size step ladders for various job functions

Lift and carry boxes of towels, toilet tissue or cleaning chemicals that may weigh 50 pounds or more

Fold and unfold bench-type portable cafeteria tables/bleachers

Unload polyethylene bags of trash from 30 or 60 gallon trash containers and place them in the building dumpster

Carry approximately 80 pound bags of salt, calcium or fertilizer

Move furniture, which includes file cabinets, teacher and student desks, chairs, tables, and teaching materials and supplies

Accept and assist with deliveries that weigh 10 to 100 pounds

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Move, utilize and store 22" floor scrubbing machines, 10 gallon wet vacuums and carpet extraction systems

Assist in the recycling program

Assist with school functions by allowing building access and setting up/removing items needed

Secure the building

Complete necessary paperwork on a timely basis

Assist with elevator and chair lift operations

Strive to continually improve skills using appropriate methods

Perform other duties as assigned by Supervisor

ESSENTIAL SKILLS

Physical Demands - Employee must be able to:

Stand for extended periods of time

Walk for extended periods of time

Frequently bend, stoop, twist, reach, grasp, push, pull, climb, squat, kneel, etc.

Use hand strength to handle objects, tools, or controls

Perform heavy lifting - up to 100 pounds

Use weight bearing equipment to perform heavy lifting over 100 pounds

Climb/descend full flights of stairs

Drive in all types of weather

Sensory Abilities - Employee must have the ability to use:

Visual acuity to read

Visual, verbal, and hearing acuity to interact with others

Interpersonal skills to communicate effectively with others

Appropriate language

Proper manners

Work Environment - Employee must be able to:

Function effectively in a variety of conditions

Perform effectively in a noisy environment

Maintain a safe and sanitary environment

Temperament - Employee must be able to perform:

Effectively in a collaborate team environment

Cooperatively, congenially and be service-oriented

In an environment with frequent interruptions

Under various pressures

Effectively with people of various ages

Patiently, maturely, and be caring with others

Cognitive Ability - Employee must have the ability to:

Follow written and verbal directions

Complete assigned tasks with minimal supervision

Perform independently within the limits of assigned responsibility

Independently make work-related decisions

Operate the building in the absence of other authority

Organize and manage your work area

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- Handle stressful situations with others
- Give instructions to others
- Be self motivated
- Manage and prioritize multiple tasks effectively
- Assess how others can benefit from your help
- Use correct grammar, sentence structure and spelling
- Use written communication effectively
- Perform mathematical computations
- Be flexible in dealing with others

Specific Skills - Employee must have the ability to:

- Learn and use new technology effectively
- Implement changes
- Format various reports for clarity and content
- Appropriately handle confidential information
- Legally operate motorized vehicles
- Utilize knowledge of various equipment
- Schedule and perform routine operations
- Use knowledge of laws relating to security of operations and activities
- Handle routine and emergency situations effectively
- Be flexible
- Know basic first aid
- Follow a time schedule

License:

Motor Vehicle

Comments:

- Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions, and do so with a high degree of accuracy.
- Strive constantly to promote the safety, health, and comfort of students, teachers, and staff.
- Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving work environment and complete the necessary daily operational duties.
- Must be friendly, helpful, and patient while working with others to ensure a positive learning experience. Also must have the ability to interact effectively with students.

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Evaluation: The employee will be evaluated annually according to Board Policy #512.

ACKNOWLEDGMENT:

Employee: The signature below indicates that I have read, understand, and can use the Essential Skills to perform the Typical Duties and complete the assignments that appear on this Job Description.

Employee Signature: _____

Date: _____

Supervisor/Administrator: _____

The Gettysburg Area School District is an Equal Opportunity Employer.

Approved copy to:
Employee Handbook
Supervisor/Administrator
Personnel File
Human Resource Office