

POSITION GUIDE

Position Title: Conference Center Custodian

Code:

Department: Technology Services

Group: NISUP, ESPA Eligible,
Non-exempt, Zone 13

Reports to: Project Manager Custodial

Date: February 2025

PURPOSE OF POSITION:

Responsible for the daytime custodial duties at the Lancaster-Lebanon Intermediate Unit 13 (IU13) offices, conference center, and schools in the Burle Business Park.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Performs regular custodial and housekeeping duties on a daily and rotating basis as assigned including but not limited to trash collection and removal, restroom cleaning, floor care, and hard surface cleaning. Responds to work tickets as needed.
 2. Maintains equipment in a clean and safe manner including but not limited to proper battery care, proper storage, and emptying/cleaning traps and brushes. Notifies supervisor if additional maintenance is needed.
 3. Prepares conference and meeting rooms as needed including but not limited to table and chair set-up, refreshments, cleaning whiteboards, counters and tables, trash removal, and vacuuming.
 4. While on duty, carries a cell phone and promptly responds to calls/texts for assistance from IU13 personnel and visitors.
 5. Maintains secure facilities by arming/disarming the building, turning lights on/off, and ensure all doors and windows are closed and locked.
 6. Monitors and maintains exterior grounds including trash pickup, sweeping entryways and sidewalks, shoveling and spreading deicing material.
 7. Serves as a backup Daytime Custodian at other IU13 facilities as needed.
 8. Serves as backup for Warehouse and Logistics as needed. Duties will include, but not limited to, efficiently moving supplies, boxes, equipment and furnishings as needed. Assists with collection of confidential shredding materials.
 9. Accurately maintains ordering, stocking and distributing of custodial supplies.
 10. Notifies supervisor(s) of any safety or hazardous situations. Communicates regularly with supervisor to ensure efficient operations.

This is not a complete itemization of all facets of this position.

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11. Maintains up-to-date technical skills as required for position including mandatory training and education.
12. Adheres to the established work schedule through regular and consistent attendance.
13. Responsible for all other assignments and duties deemed necessary and appropriate by the Facilities Manager and/or his/her designee. Proactively works as a team member to solve/assist with problems, issues and opportunities and performs other duties as assigned.
14. Follows all federal, state and local laws/requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required:	High School diploma or GED
Experience Required:	One (1) year commercial cleaning experience OR two (2) years as self-employed cleaning service or custodian.
Licensure Required:	Must possess and maintain a valid driver's license with a clean driving record.
Travel Required:	Must be willing and able to drive to various IU13 locations as needed.
Other Qualifications:	Excellent organization, attention to detail, interpersonal communication and time management skills required. The ability to work in a fast-paced environment and handle highly confidential information appropriately and with tact and diplomacy. A general knowledge of cleaning methods. Basic computer skills. Ability to learn and utilize new programs, applications and electronic devices.

SUPERVISION OF PERSONNEL

N/A

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 0% Walk/stand: 100%
Lifting:	Frequent pushing, pulling, lifting and carrying of custodial supplies and equipment; 50 lbs. or more
Vision:	Close concentration & distance
Mental Demands:	Decision making, interpret, analyze, and problem solve
Environment:	Office; will occasionally work outdoors. Travel to other IU13 locations will be required as needed.

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I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date

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