

<b>Mt. Lebanon School District</b>	
<b>Job Description</b>	
<b>Position</b>	<b>Custodian</b>
<b>Classification</b>	Non-Exempt
<b>Salary &amp; Benefits</b>	In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Custodial/Maintenance Education Support Professionals Association
<b>Work Hours/Year</b>	8 hours per day, 12 months per year, with possible adjustments to assignment specific schedules during summer months
<b>Reports To</b>	Head Custodian, Assistant Head Custodian, or Facilities Management
<b>Summary</b>	
The Custodian performs a variety of duties, including, but not limited to completing daily cleaning schedules, admitting groups to the buildings, preparing spaces for occupancy and cleaning and restoring areas, moving and setting up furniture, performing seasonal and emergency clean up duties, and securing sites. Custodians interact with vendors, staff, students, and other members of the school community.	
<b>Assignment</b>	1st Floor
<b>Location</b>	Jefferson Middle School
<b>Assignment Work Schedule</b>	Monday - Friday 2:30 PM - 11:00 PM with possible adjustments in the summer
<b>Assignment Specific Duties</b>	
Responsibilities include maintaining 1st Floor Rooms as follows:	
<ul style="list-style-type: none"> <li>● 124 Classroom</li> <li>● 122 Classroom</li> <li>● 122a Office</li> <li>● 118 Classroom</li> <li>● 116 Classroom</li> <li>● 114 Computer Classroom</li> <li>● 102 Computer Classroom</li> <li>● 101 Classroom</li> <li>● 103 Classroom</li> <li>● 105 Classroom</li> <li>● 107 Classroom</li> <li>● 107a Nurse Waiting</li> <li>● 107b Nurses Office</li> <li>● 107c Exam Room</li> <li>● 107p Custodial Closet</li> <li>● 121 Classroom</li> <li>● 123 Classroom</li> <li>● 110b Faculty Restroom</li> <li>● 107d Restroom</li> <li>● 107j Restroom</li> <li>● 107o Boys/Faculty Restroom</li> <li>● 107q Girls/Faculty Restroom</li> <li>● 102A Library</li> </ul>	

- 107e Principals Reception
- 107f Principals Office
- 107g Vice Principal-Conference
- 107h VP/Reception/Copy Room
- 107i Vice Principals Office
- 107k Guidance Reception
- 107l Office
- 107m Office
- 107n Office
- 1<sup>st</sup> Floor Corridor
- Main Stairs
- Specific duties will include using T-350, T-300, burnisher, tractor, lawn mowers, weed wackers and ass snow removal, when required.
- Other duties as assigned by Head Custodian or Facilities Management or their designee, including securing the building.

### **Other Essential Functions**

- Perform custodial, maintenance, and grounds duties as assigned by the Head Custodian or Facilities Management.
- Maintain a daily cleaning schedule for assigned instructional areas that may include offices, classrooms, entrances, restrooms, cafeteria, auditorium, hallways, stairwells, storerooms, locker rooms along with other building areas.
- Assume responsibility for security in school building(s), property and grounds especially during scheduled use.
- Raising and lowering of the American and Pennsylvania flags.
- Admit groups to the building for all scheduled activities following appropriate District protocol; clean and prepare as required the assigned area before the activity, clean and restore the areas for normal use after the activity; close and lock doors when appropriate.
- Perform seasonal and periodic cleaning of hard surface and carpeted floors along with upholstery cleaning and washing windows.
- Move and set up classroom and office furniture.
- Perform needed emergency clean-up duties resulting from, but not limited to, vandalism, power failure, storms, water pipe failure, etc.
- In season, perform lawn care, leaf raking, snow removal, tennis court cleaning, and related tasks as assigned in all outdoor play areas or instructional areas as may be assigned. These tasks are related to the maintenance, grooming, and promoting the cleanliness and the appearance of the buildings and grounds.
- Use Auto Scrubber on building corridors.
- Perform other duties as assigned by the Head Custodian, Assistant Head Custodian, or Facilities Management.

### **Qualifications**

- High school graduate or equivalent (GED).
- State mandated renewable background clearances and trainings for employment in PA public schools.
- Ability to read, follow and understand both written and verbal instructions.

### **Competencies**

- Must have the stamina to work one's feet for long periods of time.
- Must be able to work unsupervised.

- Must have an eye for detail and the desire to leave an assigned area in good condition.
- Must be able to communicate with school employees, students, parents, and other members of the school community members so as to promote the District in a positive manner.
- Must be able to take direction from and collaborate productively with other staff members.
- Must be able to exercise good judgment as it pertains to the job.
- Must be able to learn and apply new skills.
- Must appropriately handle equipment, supplies, and school property.

### **Work Environment**

Typical school buildings and grounds, including: classrooms, offices, hallways, stairwells, large gathering spaces, kitchens, bathrooms, locker rooms, fitness areas, storage areas, and outdoor lawns and landscapes, walkways, play spaces, athletic fields, etc.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

### **Physical Requirements**

- Lifting, Pushing and Pulling: Exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Medium Work.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs, or hands and arms. Body agility is emphasized. Described in terms of height, steepness, duration, and type of structure climbed. Occasionally - activity exists up to 1/3 of the time.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces. Described in terms of type or condition of surface and activities during which balance must be maintained. Frequently - activity exists up to 2/3 of the time.
- Stooping: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles. Described in terms of duration. Occasionally - activity exists up to 1/3 of the time.
- Kneeling: Bending legs at knee to come to a rest on knee or knees. Described in terms of duration. Occasionally - activity exists up to 1/3 of the time.
- Crouching: Bending the body downward and forward by bending legs and spine. Described in terms of duration. Occasionally - activity exists up to 1/3 of the time.
- Crawling: Moving about on hands and knees or hands and feet. Described in terms of duration. Occasionally - activity exists up to 1/3 of the time.
- Reaching: Extending hand(s) and arm(s) in any direction. Frequently - activity exists up to 2/3 of the time.
- Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears. Frequently - activity exists up to 2/3 of the time.
- Fingering: Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling. Occasionally - activity exists up to 1/3 of the time.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips. Occasionally - activity exists up to 1/3 of the time.
- Talking: Expressing or exchanging ideas by means of the spoken word to impart oral information to

clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly, or quickly. Occasionally - activity exists up to 1/3 of the time.

- Hearing: Perceiving the nature of sounds by ear. Frequently - activity exists up to 2/3 of the time.
- Near acuity: Clarity of vision at 20 inches or less. Frequently - activity exists up to 2/3 of the time.
- Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are. Frequently - activity exists up to 2/3 of the time.
- Color vision: Ability to identify and distinguish colors. Frequently - activity exists up to 2/3 of the time.

### **Environmental Adaptability**

- Exposure to weather: Exposure to outside atmospheric conditions. Occasionally - condition exists up to 1/3 of the time.
- Noise: The noise intensity level to which the worker is exposed in the job environment. Level - loud.
- Atmospheric conditions: Exposure to conditions such as fumes, noxious odors, dust, mist, gasses, and poor ventilation that affect the respiratory systems, eyes, or skin. Frequently - condition exists up to 2/3 of the time.
- Proximity to moving mechanical parts: Exposure to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Occasionally - condition exists up to 1/3 of the time.

### **Data Conception**

Analyzing: Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

### **Disclaimer**

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

### **The Mt. Lebanon School District is an Equal Opportunity Employer**

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.