

Mt. Lebanon School District	
Job Description	
Position	Custodian
Classification	Non-Exempt
Salary & Benefits	In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Custodial/Maintenance Education Support Professionals Association
Work Hours/Year	8 hours per day, 12 months per year, with possible adjustments to assignment specific schedules during summer months
Reports To	Head Custodian, Assistant Head Custodian, or Facilities Management
Summary	
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.	
Assignment	High School/Athletic Building Project Team Position
Location	High School and Athletic Building
Assignment Work Schedule	T, W, Th, F, Sat 2:30 PM to 11:00 PM with possible adjustments in the summer
Assignment Specific Duties - High School	
Nightly cleaning assignments include:	
• <u>Classrooms/Offices</u>: the high dust/damp wipe of windows, ledges, whiteboard/chalkboard trays; dusting of phones, desks and bookcases as needed; spot cleaning of walls; changing of lights; emptying of pencil sharpeners; emptying of regular and recycling trash; dust mopping or vacuuming classroom/office floors; cleaning and sanitizing of desktops; dust mopping and wet mopping (or Auto Scrubbing) of all classroom floors • <u>Corridors</u>: dust mopping and gum removal of corridor floors, emptying of regular and recycling trash, window and sill cleaning, locker cleaning, water fountain cleaning, mopping under water fountain, mopping in restroom vestibule, dusting of other assorted cabinetry • <u>Stairwells</u>: sweeping stairwells, dusting stairwells, wall and window cleaning of stairwells, mopping of stairwells • <u>Restrooms/Locker/Shower Rooms</u>: the high dust/damp wipe of windows, stalls, and ledges, spot cleaning of walls, cleaning of benches, sanitizing of lockers, cleaning of windows and mirrors; changing of lights; emptying of regular and recycling trash, dust mopping floors; cleaning and sanitizing of sinks and showers, commodes, and urinals; cleaning and sanitizing of tub/showers (if applicable); sanitized mopping (or Auto Scrubbing) of floors • Room Assignments as follows: • Cafeteria/Center Court • Kitchen Floors/Mats/Trash • Kitchen Dishwashing Area • Kitchen Storage Room Floors/Trash • Kitchen Cooler Floors • D302 LGI Classroom	

- D303 Instructional Planning Classroom
- D4 Student Center/Lounge
- D414 Community Service Office
- D415 Alumni Office
- D416 Activities Director Office
- D417 Student Council office
- D418 Student Office
- D419 School Store
- Event Set-up, Tear Down, and Clean-up
- Entranceway cleaning as assigned
- Room re-finishing/cleaning as assigned
- Equipment Cleaning as assigned
- Window Cleaning at High School as assigned
- Snow Removal as Required
- Other duties as assigned by Head Custodian, Assistant Head Custodian, Facilities Management Team, or Director of Facilities or their designee, including securing the building.

Assignment Specific Duties - Athletic Building

- Admit groups to the building for all scheduled activities and prepare as required the assigned area before the activity, clean and restore the area for normal use after the activity; close and lock doors.
- Assume responsibility for security of all school district buildings, property and grounds during all scheduled use.
- Perform needed emergency clean-up duties resulting from but not limited to the following: vandalism, power failure, storms, water pipe failure, etc.
- Perform periodic cleaning of total building and stadium complex as assigned, including washing windows when required.
- Perform routine and project floor refinishing and carpet and upholstery cleaning.
- Set-up for all games, practices, and events as needed.
- On occasion in season, perform lawn care, leaf raking, snow removal, tennis court cleaning, athletic field lining, and related tasks as assigned in all play areas or instructional areas outdoors as may be assigned. These tasks are related to maintaining, grooming, and providing for the cleanliness and the appearance of the buildings and grounds.
- Maintain assigned daily cleaning schedule for locker rooms, gymnasiums, pool, all instructional areas, offices, lavatories, cafeterias or lunch areas, hallways, stairways, entrances, and all other areas within the building.
- Perform maintenance duties such as but not limited to minor repairs and general up-keep. Assignments are made on an “as needed” basis by an administrative officer listed above.
- Perform other custodial and maintenance tasks as assigned by the High School Head Custodian or those others listed above.

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.