



# NORTH ALLEGHENY SCHOOL DISTRICT

## JOB PROFILE: Temporary Custodian

Reports to: Head Custodian, Manager of Custodial Staff & Director of Facilities

**Hours/Day:** 8


**Days/Year:** as needed

<b>Purpose/Summary</b>
The Temporary Custodian will ensure comprehensive cleanliness of the building and grounds according to the established schedule in assigned areas to provide safe operation of the building. The Temporary Custodian will work to exhibit a safe, secure, and clean physical facility. The Temporary Custodian will work to reflect community pride and dedication to North Allegheny School District's strategic goals.
<b>Essential Duties and Responsibilities</b>
<ul style="list-style-type: none"><li>• Ensures completion of comprehensive cleaning according to the assigned schedule and/or area.</li><li>• Opens and closes access to classroom area according to assigned schedule.</li><li>• Sweeps building entrances, removes snow/debris from exterior areas and completes other exterior duties, as needed.</li><li>• Assists with the structure in the cafeteria to include the folding and unfolding of bench-type cafeteria tables, when necessary.</li><li>• Moves furniture throughout the building to include tables, chairs, office equipment and other building furniture.</li><li>• Assists with building use by permit holders.</li><li>• Assists other custodial employees with painting, set up for school opening events or sports set-ups, and graduation.</li><li>• Ensures all necessary equipment is turned off when the building is not in use.</li><li>• Possesses reasonable knowledge of tools, chemicals, equipment, and materials to allow performance of minor maintenance repairs and assists Regular and/or Head Custodian as needed.</li><li>• Attends safety matters when needed.</li><li>• Updates job knowledge by participating in educational opportunities; reading technical publications.</li><li>• Actively searches for solutions that can be implemented to improve daily operations, create workplace efficiency, and promote operational awareness.</li><li>• Establishes and maintains working relationships to ensure projects and procedures are following District initiatives.</li><li>• Reports issues to the lead custodian, head custodian, and the Manager of Custodial Services.</li><li>• Other duties as assigned by the Head Custodian, Manager of Custodial Staff or Director of Facilities, Superintendent or designee, or additional requirements due to new procedures, processes, and/or laws established year to year.</li></ul>
<b>Education and/or Experience</b>
<ul style="list-style-type: none"><li>• High School Diploma</li><li>• Minimum two years of experience in related field</li></ul>
<b>Certifications, Licenses, Registrations</b>
<ul style="list-style-type: none"><li>• Valid Driver's License required for verification through Motor Vehicle Report</li><li>• Child Abuse History Clearance</li><li>• PA Criminal Record Check</li><li>• FBI Fingerprint Clearance</li><li>• Act 126: Mandated Reporter of Child Abuse Training through approved provider established by the Pennsylvania Department of Education</li><li>• Act 168: Sexual Misconduct Abuse Disclosure Release</li></ul>

*Preparing All Students for Success in a Changing World*

Temporary Custodian  
North Allegheny School District

<b>Qualification Requirements</b>
<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.</i>
<b>Knowledge and Abilities</b>
<p>Ability to think and problem solve. Knowledge of current cleaning protocols, techniques and safety procedures. Knowledge of current technology and applications for communication and systems management. Ability to manage and communicate electronically.</p> <p><i>Academic Skills</i> - Ability to manage and organize time to complete necessary tasks and complete duties in a timely fashion. Ability to understand and set priorities while assisting and supporting building staff.</p> <p><i>Language Skills</i> – Must possess the ability to use the language in both oral and written form. Be able to communicate information and ideas verbally so others will understand. Ability to read and understand information specific to cleaning supplies and operation of cleaning equipment. Ability to read and understand Safety Data Sheets (SDS) forms or directions accurately so that work can be communicated and completed in a timely fashion.</p> <p><i>Math Skills</i> – Knowledge of arithmetic and ability to manage time.</p> <p><i>Technology Skills</i> – Demonstrate ability to communicate via email, monitor general heating and cooling settings and functions.</p>
<b>Other Skills and Abilities</b>
Possesses a high level of interest and initiative in maintaining and advancing his/her skills.
<b>Physical Demands</b>
<i>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. This position is considered to be a MEDIUM Physical Demand Characteristic of Work position according to the physical demand's strength rating of the <u>Dictionary of Occupational Title</u>, fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>

Primary Work Location				
Office Environment		Shop		
Classroom/Building		Vehicle		
Outdoors		Travel		
<b>Sedentary (S)</b>	<b>Light (L)</b>	<b>Medium (M)</b>	<b>Heavy (H)</b>	<b>Very Heavy (V)</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.
<b>Physical and Non-Physical Demands Key</b>				
<b>C=Continuously</b>	<b>F=Frequently</b>	<b>O=Occasionally</b>	<b>R=Rarely</b>	<b>N=Never</b>
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.
<b>Standing</b>	<b>C</b>	<b>Crawling</b>	<b>R</b>	
<b>Sitting</b>	<b>O</b>	<b>Bending</b>	<b>F</b>	
<b>Walking</b>	<b>C</b>	<b>Twisting</b>	<b>F</b>	
<b>Lifting</b>	<b>F</b>	<b>Climbing</b>	<b>F</b>	
<b>Carrying</b>	<b>F</b>	<b>Balancing</b>	<b>R</b>	
<b>Pushing/Pulling</b>	<b>F</b>	<b>Vision</b>	<b>C</b>	
<b>Reaching</b>	<b>F</b>	<b>Hearing</b>	<b>C</b>	
<b>Handling</b>	<b>F</b>	<b>Talking</b>	<b>C</b>	
<b>Fine Dexterity</b>	<b>F</b>	<b>Foot Controls</b>	<b>N</b>	
<b>Kneeling</b>	<b>F</b>	<b>Other (specify)</b>		
<b>Crouching</b>	<b>F</b>	<b>Other (specify)</b>		
<b>Time pressures</b>	<b>C</b>	<b>Working closely with others/Teamwork</b>	<b>C</b>	
<b>Emergency situations</b>	<b>R</b>	<b>Tedious or exacting work</b>	<b>F</b>	
<b>Frequent change of tasks</b>	<b>F</b>	<b>Noisy or distracting environment</b>	<b>F</b>	
<b>Irregular work schedule/Overtime</b>	<b>O</b>	<b>Other (specify): multi-building travel to work area</b>	<b>R</b>	
<b>Simultaneous multiple tasks</b>	<b>C</b>	<b>Other (specify): climb a ladder 20 feet high</b>	<b>O</b>	
The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.				
<b>Director of Human Resources Signature</b>				
<b>Date of Approval</b>		3/14/25		