

**WILKINSBURG SCHOOL DISTRICT**  
**718 Wallace Avenue, Wilkinsburg, PA 15221**

**SUBSTITUTE CUSTODIAL WORKER**

**GENERAL DESCRIPTION**

According to established procedures, cleans and services building areas. Move furniture, equipment and supplies in and round the facility and performs a variety of environmental services duties to maintain the buildings in a neat, orderly and sanitary condition.

**QUALIFICATIONS**

High School graduate or equivalent – Act 34, 114 and 151 Clearances.

**ESSENTIAL PHYSICAL QUALIFICATIONS**

Must be able to lift, push or pull up to 50 lbs. Must be able to walk, stoop or bend 100% of scheduled work time. Must be able to read and comprehend for personal safety. Must be able to perform visual inspections of work area. Must pass physical exam by District physician.

**MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

The following statement reflects the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

- Prepares cleaning materials and supplies and prepares solutions according to procedure. Transports materials and supplies to work area.
- Cleans assigned areas by washing furniture, tile, fixtures, and equipment with disinfectant cleaning solution. To include any/all restrooms and their fixtures.
- Cleans assigned areas by washing walls, doors, doorframes, light fixtures, ceilings, lockers, high duct vents and furniture, chalkboards, chalk trays, water fountains and windows.
- Sweeps and mops floor areas, vacuums carpets, spot-cleans carpets using appropriate solutions, and arranges furniture and equipment in an orderly fashion after cleaning assigned area and burnishes floors. Insures that all windows are locked.
- Requests cleaning supplies and equipment as needed from Head Custodian.

- Knowledgeable in the use of various types of cleaning equipment both mechanical and electrical, i.e., burnishers, wet/dry vacs, scrubbers, vacuums, extractors.
- Cleans and keeps equipment in working order and notifies Head Custodian of equipment needing repair. Reports safety hazards to Head Custodian.
- Must climb ladders to reach high areas for necessary cleaning purposes.
- Must collect refuse from assigned areas and dispose of in district provided collection container. Clean and disinfect all trash containers in assigned area.
- Moves furniture or equipment within building as required for various activities and as directed by the employee's supervisor(s), i.e., Head Custodian, Director or principal.
- Cleaning of halls and stairwells to include walls and baseboards and railings.
- Bonnets or extracts carpets and runners using District provided chemicals, supplies and equipment.
- Attends meetings and training sessions as scheduled.
- Follows recycling procedures as they pertain to the collection of recycled materials.
- Keeps storerooms and janitor closets in assigned area in a clean and orderly fashion. Puts supplies away upon delivery if required.
- Scrubs or strips hard surface floors using District provided chemicals, supplies and equipment. Refinish floors using District provided chemicals and supplies and equipment.
- Keep building and premises, including sidewalks, driveways and play areas neat, clean and free of rubbish at all times to include snow and ice removal during the winter months.
- Ensures that all doors, gates and windows are locked and the security system is set for the building at the end of the employee's shift.
- Reports immediately to the Head Custodian any damage to the building or any repairs that are required in their assigned area.
- Any other duties assigned by the Director of Buildings and Grounds and building principal related to the care of the District's building and grounds.

## **REPORTS TO**

Director of Buildings and Grounds, Head Custodian, Building Principal.