



Position Title: Custodian
Date Created/Modified: 6/24/2020
FLSA Classification: Hourly
Reports To: Custodial Manager

Solebury School seeks a qualified Custodian/General Maintenance Worker for an immediate opening. This is an hourly, full-time position. A qualified candidate will have demonstrated custodial experience including interior and exterior, as well as experience within a school's facilities department to support school operations.

Essential Functions

- Assists all custodial team functions including floor care, maintaining inventory of supplies, general cleaning including, but not limited to: Inside and out of all buildings as requested and per the schedule, dusting, trash removal, floor maintenance
- Cleanup and worksite restoration activities, i.e. picking up litter, disposing of waste and debris, cleaning surfaces
- Grounds maintenance activities, i.e. cutting, mowing, weeding, edging, blowing, planting foliage, shoveling snow, operating various electric, gas and manually powered tools and equipment, i.e. floor machines, vacuums, mowers, blowers, weed-eaters, hedge trimmers, snow blowers, etc.
- Performs regular preventive maintenance and cleaning of equipment used; makes repairs within the scope of abilities
- Responds to and takes appropriate actions in event of emergency or incidents to resolve, confine or prevent potentially injurious or hazardous conditions
- Support school functions and provide room setups and takedowns
- Communicate clearly to custodial manager, especially regarding any supplies needed
- Coordinate several projects simultaneously and set priorities, as well as being flexible
- Performs various additional tasks as requested by the Custodial Manager or Director of Facilities

Minimum Qualifications

- Experience and aptitude with modern janitorial methods and floor care
- Positive attitude and interpersonal skills; willingness to work as a team member
- Experience and aptitude with computer programs; a willingness to learn and increase capabilities with the school's facilities management software and the ability to use basic productivity software (Word, Excel, Outlook, Access, Power Point)
- Lives in close proximity to New Hope, Pennsylvania to be able to provide sufficient response during inclement weather (including snow removal)
- Knowledge of:
 - Methods used floor care
 - Organized work control
 - Maintenance and repair general cleaning equipment
 - Safety practices and procedures, including OSHA requirements
 - Strong team skills, willingness to work with the entire facilities team
 - Basic math to include measuring distance and calculating quantities
- Communicate effectively in clear English both oral and written form

Physical Requirements and Work Environment



- The ability to exert significant physical effort in heavy work, including climbing, balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials weighing 20 to 50 pounds; may occasionally involve heavier objects and materials weighing up to 100 pounds
- Willingness to work outside in inclement weather
- Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances and toxic/poisonous agents

Additional Requirements

- Possession of a valid driver's license
- Ability to pass a school driver's test
- Submission to full battery of background testing per PA state law

Please submit cover letter and resume to Jim Wertman, Director of Maintenance. Resumes will be accepted until the position is filled. Interviews will begin immediately. Submit via email to jwertman@solebury.org.

Since its founding in 1925, Solebury School has been a leader in progressive education. We are a coeducational boarding and day school serving 235 students in grades 7-12.

Solebury is an Equal Opportunity Employer.