

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Custodian **DATE:** May 21, 2003
REVISED: August 13, 2014

REPORTS TO: Coordinator of Operations **APPROVED BY:** Board of Directors
and Maintenance of Plant or Principle

JOB SUMMARY: Perform minor maintenance and cleaning duties in order to
maintain a clean and safe environment for staff and
students.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Clean all rooms in an efficient and acceptable manner including, but not limited to, sweeping, vacuuming, dusting, straightening/setting-up furniture, washing tables/desks and media boards and scrubbing floors/carpets. Clean and disinfect restrooms and perform general building cleaning including fixtures.
2. Maintain the outside grounds including, but not limited to, mowing the grass, removal of snow and ice, painting when required.
3. Perform minor maintenance such as changing light bulbs or repairing electrical/plumbing equipment.
4. Report major repairs to the Coordinator of Operations and Maintenance of Plant (Midwestern Intermediate Unit IV) or Principal in a prompt manner.
5. Maintain all custodial storage areas.
6. Responsible for opening or closing of building including setting security system, securing all doors and windows, regulating heat and lighting as necessary.
7. Request/order supplies and custodial equipment needed in the performance of custodial duties including kitchen supplies, janitorial supplies, and coffee and condiments.
8. Answer calls from Security if the alarm should sound while the building is closed.
9. Perform other duties as assigned by the Coordinator of Operations and Maintenance of Plant or Supervisor/Principal of Special Education.

QUALIFICATIONS:

- Experience in custodial work required
- High school diploma or equivalent required
- Knowledge and understanding of various cleaning chemicals required
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Ability to bend, twist, kneel, stoop, climb, and crawl
- Ability to lift and/or carry supplies weighing no more than 75 lbs.
- Ability to stand or walk eighty percent (80%) of workday

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Ability to work in an external environment subject to temperatures below 32 degrees or above 100 degrees
- Subject to outside environmental conditions
- May be exposed to hazardous materials

TEMPERAMENT:

- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under a high level of stress

COGNITIVE ABILITY:

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Ability to use/operate custodial equipment
- Must possess computer skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)