BOYERTOWN AREA SCHOOL DISTRICT
JOB DESCRIPTION

Position:	Custodian	Employee Group:	Support Staff
Report To:	Head Custodian and/or Building Principal	Created:	September 2020
FLSA:	Non-Exempt	Revision Date:	December 2021
Work Year:	Full-time/260 Days/8 Work hrs. a Day		

Job Summary:

To keep the district owned facilities, building and grounds, in such a state of operating excellence that they enhance the educational program. This position is an essential employee of the district.

Supervisory Responsibilities:

N/A

Essential Duties:

1. Assist in unlocking and preparing building for daily use.
2. Clean classrooms including but not limited to, vacuum carpets, dusting, dry mopping, empty wastebaskets, clean erasers, check soap and towel dispensers, clean sinks, etc.
3. Clean bathrooms including toilets, sinks, mirrors, dispensers, walls, and mop floors.
4. Assist in setting up for lunch, remove trash and cleaning of kitchen and cafeteria.
5. Assist in cleaning of windows, dry mopping hallways and speed buffing floors.
6. Maintain outside grounds, including snow removal, lawn care and playground equipment.
7. Clean and maintain custodial equipment and supplies.
8. Assist visiting public using the facilities with directions within the building and in obtaining and setting up needed equipment and/or material.
9. Comply with all laws and procedures for the storage and disposal of trash and waste.
10. Report any repairs or damage to property, equipment, or the building.
11. Heavy lifting is included in some duties that include summer cleaning, stripping, waxing and speed buffing.
12. Climb ladders to perform cleaning duties, clean roof drains and check roof for damage.
13. Setting of alarms and security system.
14. Monitor physical plant operations.
15. Clean, strip and finish gym floors.
16. Perform duties with no supervision.
17. Understands job and takes responsibility for completion of duties.
18. Ability to use computers and check emails daily for instructions from leadership
19. Ability to use computers to sign in and out of time sheet software
20. Assume any other responsibilities as assigned by the Head Custodian, Principal, Supervisor, and Facilities Director.

Qualifications and Requirements:

- High school diploma or equivalent.
- Custodial experience required.
- Computer skills
- Ability to keep the school facilities clean and orderly.
- Performs in accordance with school policy, administrative regulations, state, and federal laws.
- Completion of School Health Physical and TB test
- Completion of required background clearances
    - Act 34 - Criminal History Clearance
    - Act 151 - Child Abuse History Clearance
    - Act 114 - Federal Criminal Background Check

Physical Requirements:

- Visual acuity to read correspondence, computer screen
- Auditory ability to be able to use a telephone
- Ability to speak clearly and distinctly.
- Prolonged periods sitting at a standing and/or walking.
- Specific vision abilities required that include close vision such as to read handwritten or typed material, and the ability to adjust focus.
- Ability to meet multiple demands from several people and interact with the public and other staff.
- Must be able to lift up to 50 pounds at times.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The employee will be required to follow any other job-related instructions and perform other job-related duties requested by the Superintendent or Designee.

The position holder must be able to perform the essential duties and responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the Chief Human Resources Officer of any and all reasonable accommodation that will be required.

Boyertown Area School District is an equal opportunity employer