

TROY AREA SCHOOL DISTRICT

TITLE: Custodian

DATE:

REPORTS TO: Assistant Maintenance Supervisor or
Assistant Maintenance Supervisor II

APPROVED BY:

JOB SUMMARY: To maintain the physical school plan and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provides general cleaning and maintenance district buildings in order to provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.
2. Keeps buildings and premises, including sidewalks and play areas, clean at all times.
3. Maintains and mows lawns, trims shrubbery and rakes leaves, as appropriate.
4. Assists with snow and ice removal, clearing building steps and walks prior to the start of the school day, as appropriate.
5. Performs cleaning responsibilities in accordance with the district's established time schedule.
6. Conducts an ongoing program of general maintenance, upkeep and repair coordinated with the maintenance staff.
7. Keeps an inventory of supplies and requisitions needed replacements.
8. Performs painting in or outside of the building as needed.
9. Perform other duties as assigned by the Maintenance Supervisor, Assistant Maintenance Supervisor or Assistant Maintenance Supervisor II.

QUALIFICATIONS: High school diploma or equivalent is necessary
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 Record in accordance with Act 114 of 2006
Such alternatives to the above qualifications as the Board 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
Some stooping, bending and twisting of the body
Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office environment
Subject to inside environmental conditions
Ability to work in an external environment subject to temperatures below 32 degrees or above 100 degrees

TEMPERAMENT: Must possess excellent interpersonal skills
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 communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess computer skills
Ability to operate various office equipment
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.)