

IMMEDIATE POSTING

JULY 21, 2020

WOODLAND HILLS SCHOOL DISTRICT

POSITION: Daylight Building Custodian – 260 Days (6:00am to 2:00pm- Monday through Friday)

BUILDING: Woodland Hills Senior Center and Warehouse

REPORTS TO: Facilities Coordinator and/or his designee

Qualifications

- High School Graduate or equivalent
- Valid Driver's license, if applicable
- Pennsylvania Child Abuse clearance
- Pennsylvania Criminal History check
- FBI Federal Criminal History
- Ability to follow written and verbal instructions
- Ability to complete assigned tasks with minimal supervision
- Must obtain and maintain certification to pump fuel for district school buses

DUTIES AND RESPONSIBILITIES

Routine Responsibilities

- Report to Swissvale Library at 6:00 am; Clean Swissvale Senior Center and Library
- Report to Warehouse at 8:30am to fuel buses, vans and trucks
- Clean warehouse and stock supplies
- Clean and sanitize Library and Senior Center restrooms daily
- Report matters to supervisor that are necessary for the safety, health and welfare of children
- Alleviate unsafe or healthy conditions
- Cooperate with all employees and accommodate emergencies, if needed
- Keep accurate records of buses, vans and trucks in a daily log and turn it in monthly to the Transportation Department
- Assist with delivery
- Cooperate with all employees and accommodate emergencies, if needed
- Assist with any additional assignments as requested by Supervisor or Principal

Daily Restroom Responsibilities

- Sweep and mop floors (use germicidal cleaner)
- Scour commodes, urinals and sinks completely
- Remove markings from wall and partitions routinely
- Fill soap, tissue and towels dispensers
- Clean mirrors and dispensers

TERMS OF EMPLOYMENT

260 days a year

Salary determined by negotiated contract

Candidates interested in being considered for the above position should submit a Standard Application, letter of interest, resume, PA State Police Criminal, Child Abuse History and FBI clearances, and three letters of reference, on or before 3:00 p.m., July 28, 2020, to the Personnel Department, Administrative Office, 531 Jones Avenue, North Braddock, PA 15104.