

WOODLAND HILLS SCHOOL DISTRICT

POSITION: CUSTODIAN (5:00PM-1:00AM)
BUILDING: High School
REPORTS TO: Facilities Director and Building Principals

Qualifications:

- High School Graduate or equivalent
- Valid driver's license if applicable
- Pennsylvania Child Abuse Clearance
- Pennsylvania Criminal Record Check
- FBI Federal Criminal History
- Ability to follow written and verbal directions
- Ability to complete assigned tasks with minimal supervision

DUTIES AND RESPONSIBILITIES**Routine Responsibilities**

- Lock doors in hallways as required by the principal
- Responsible to open and close facilities used by evening groups
- Assist with snow removal on sidewalks and steps
- Keep custodial closet neat and orderly
- Lock exterior gates by auditorium and tennis courts as directed by the principal
- Manage building supplies as needed
- Weeding of school grounds
- Daily removal of litter on school grounds

Daily Classroom Responsibilities

- Sweep floor and wet mop if necessary
- Dust all furniture, windowsills, baseboards, shelves and blackboard trays
- Remove marks from walls, furniture, woodwork, doors and light fixtures
- Clean chalkboards when necessary
- Clean window when necessary
- Empty wastepaper baskets and pencil sharpeners
- Lock all windows and doors when completed
- Scour sinks
- Fill towel cabinets and soap dispensers if applicable
- Run sweeper on floors daily
- Replace burnt out lamps
- Sweep, mop and buff halls when required
- Dust all classroom window frames and hall vents routinely
- Clean all water fountains and coolers in section
- Clean all pay phones and hall gates in section every day

Daily Restroom Responsibilities

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

Other Responsibilities

- For summer cleaning, Supervisor will assign employees to other facilities as needed
- Grass trimming of school grounds
- If you have a Certified Pool Operator's license, you will be required to have the responsibility of the pool at Junior High and the High School and the Academy
- Assist with any additional assignments as requested by Supervisor or Principal

POSITION SPECIFICATIONS

Physical Demands

- Standing and walking for long periods of time
- Lifting up to 75 pounds
- Manual dexterity to use equipment, tools and maintenance equipment
- Climbing and working off step ladders and extension ladders up to 6 feet

Temperament

- Ability to work as a member of a team and/or alone
- Must be courteous
- Must be cooperative, congenial and service-oriented and promote these qualities in the operations and maintenance department
- Ability to work in an environment with frequent interruptions

TERMS OF EMPLOYMENT:

260 days a year

Salary determined by negotiated contract

Candidates interested in being considered for the above position should submit a Woodland Hills Standard Application, letter of interest, resume, transcripts, PA State Police Criminal, Child Abuse History and FBI clearances, and three letters of reference, on or before 3:00 p.m., July 29, 2020, to the Woodland Hills School District Personnel Department, Administrative Office, 531 Jones Avenue, North Braddock, PA 15104.