

# POCONO MOUNTAIN SCHOOL DISTRICT

**Job Title: Custodian**  
**Subtitle: None**  
**Department: Custodial**  
**Location: Assigned Buildings**  
**Reports To: Custodial Supervisor**  
**Terms of Employment: Twelve (12) Months per Year**

**Date: March 17, 2021**

## **Job Summary**

Performs duties necessary to keep District Facilities in a clean and orderly condition. Provides care, protection and preservation of school district facilities and maintains high standards in regard to cleanliness, sanitation, orderliness, safety, and the health of occupants.

## **Qualifications**

- High School Diploma or GED equivalent
  - Ability to read basic operating instructions and written reports
  - Demonstrates an aptitude for completion of tasks
  - Dependability and attention to detail required
  - Ability to make appropriate judgements and to work both independently and as part of a team •
- Act 34, Act 82, Act 114, and Act 151, or other required clearances

## **Essential Duties and Responsibilities**

1. Performs cleaning, disinfecting, minor maintenance work and other services commonly expected in the overall operation of maintaining school facilities and grounds.
2. Cleans and disinfects all athletic areas, pools, and assists with game day activities.
3. Assists in maintaining inventory of custodial supplies, tools and equipment.
4. Performs minor and preventive maintenance on lawns, facilities, equipment, and tools as assigned.
5. Conducts maintenance and custodial services to ensure the health and safety of students, staff, and the general public.
6. Ensures that all sidewalks, walkways and exits are free of snow and ice.
7. Restocks disposable items and provides Lead Custodian with inventory usage.
8. Assists with building use events which includes preparing the facility, obtaining, and setting up needed equipment as requested.
9. Reports any items in need of repair, and damage to school property to the Lead Custodian and/or Custodial Supervisor.
10. Complies with local, state and federal laws and regulations for the disposal of trash and waste.
11. Assists with cafeteria duties including removing garbage, spot mopping, loading, and unloading deliveries.
12. Attends in-service training and meetings as directed.
13. Performs cleaning and disinfecting duties within assigned school buildings which include areas such as classrooms, corridors, foyers, restrooms, cafeterias, offices, conference rooms, library, by sweeping, mopping, scrubbing or vacuuming.
14. Services, cleans and provides supplies for restrooms and locker rooms, replaces paper and soap products in restrooms, cleans and sanitizes mirrors, sinks and toilets, etc.; washes walls as needed, sweeps and sanitizes floors.
15. Cleans and disinfects classrooms, gathers, and empties trash cans and pencil sharpeners, cleans chalk trays, dusts computers, cleans windows and blinds, washes windows and mirrors.
16. Cleans and disinfects lockers, chairs and other school equipment and furniture as needed.
17. Required to lift, move and/or rearrange furniture, desks, tables, etc.

18. Changes light bulbs and ceiling tiles as needed.
19. Provides assistance as needed to faculty and staff.
20. Follows procedures and specifications for the use of chemical cleaners and custodial equipment.
21. Performs other duties as directed and assigned.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must be able to lift and/or move up to fifty (50) pounds such as cleaning supplies, pails, snow and unloading trucks. Occasionally the employee with assistance will lift and/or move up to one-hundred (100) pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee will be required to work indoors and outdoors during inclement weather.

While the information contained in this job description is intended to provide compliance with the Americans with Disabilities Act (ADA), it is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned based upon the number of employees in the department and the operational needs of the department.

Pocono Mountain School District is an Equal Opportunity Educational Institution. It does not discriminate on the basis of race, color, national origin, creed, marital status, sex, age or disability in its activities, programs, or employment practices as required by Title VII, Title IX, ADEA, ADA, PHRA, and/or any other applicable laws. It also does not discriminate against an applicant or employee because of the individual's relationship with an individual who is a member of a protected class. If you would like more information about equal employment or you are an individual with a disability qualified for this job, and you require a reasonable accommodation, please contact the Office of Human Resources at 570.839.7121.