

**CHARTIERS-HOUSTON SCHOOL DISTRICT**

**Job Description**

**TITLE:** Custodian (Full time)  
**JOB GOAL:** To keep school facilities in a safe, clean, attractive and comfortable condition  
**REPORTS TO:** Supervisor of Buildings & Grounds  
**RESPONDS TO:** Building Principal

**QUALIFICATIONS:**

1. Able to read, write English and follow instructions.
2. Valid Pennsylvania driver's license.
3. Aptitude to learn various routines and operation of basic equipment.

**PERFORMANCE RESPONSIBILITIES:**

1. Cleans interior and exterior of buildings.
2. Maintains grounds.
3. Maintains playing fields and equipment.
4. Clears walkways and driveways of snow and ice.
5. Moves furniture and equipment.
6. Opens and closes buildings.
7. Secures buildings and operates security system.
8. Disinfects all areas as directed by supervisor.
9. Cleans chalkboards.
10. Washes windows.
11. Paints.
12. Regulates environmental controls within the building.
13. Unloads deliveries.
14. Reports the need for repairs, reports vandalism/other damage to the building.
15. Carries out all other related duties as assigned and directed by Supervisor of Buildings & Grounds.

**SPECIAL SKILLS AND ABILITIES REQUIRED:**

1. Interpersonal skills required to work in public and employee areas in a tactful manner.
2. Physical ability required to work with constant walking, standing, manipulation of mechanical equipment, and some heavy lifting.
3. Must be capable on a continuous basis of: standing/walking, reaching, grasping, handling, gripping and utilizing repetitive movements of both hands.
4. Must be capable on a frequent basis of: bending, stooping, squatting, crouching, reaching (full-range up to 180 degrees), kneeling, pushing, pulling (up to 100 pounds).
5. Must be capable on occasional basis of: climbing, crawling, lifting (up to 50 pounds).
6. Visual acuity needed to recognize cleanliness.
7. Calm manner required to work quietly in busy areas.

**WORKING CONDITIONS:**

1. Frequent exposure to dirt and dust.
2. Seasonal exposure to weather extremes in removing trash from buildings, or performing duties on grounds.

The above statements are intended to describe the general nature and level of the work being performed. They are not exhaustive lists of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the job.

**TERMS OF EMPLOYMENT:**

As per CHSD/CHESPA agreement, Board Policy and Regulations.

**EVALUATION:**

Performance will be evaluated in accordance with the Board's Policy on evaluation.