

Allison Park Elementary School

Daily Routine

1. Collect trash in entire area.
2. Secure classroom doors after staff has left area for the day.
3. Dust mop, damp mop floors and baseboards.
4. Damp wipe desks and tables with detergent.
5. Clean blackboards, bulletin boards, and pictures.
6. Dust typewriters, computers, and cabinets. Clean computer screens with computer screen cleaner only.
7. Clean classroom doors and windows.
8. Clean and polish water fountains.
9. Remove marks from walls and floors.
10. Clean toilets, sinks, fixtures, and mirrors. Clean and refill paper and liquid soap dispensers. Disinfect all areas of restrooms for elimination of odors.
11. Run vacuum sweeper in carpeted areas and remove spots.
12. Damp wipe sinks, refrigerators, and vending machines.
13. Alternate buffing/machine scrubbing.
14. Secure all windows and doors at end of shift prior to arming security system.
15. Use UltraSonic Disinfecting Sprayers weekly, clean and store after every use
16. Use Sanitizing foggers in locker rooms, restrooms, as directed and needed

Weekly Cleaning Routine

1. Inventory and load cart with appropriate chemicals, clean rags, bench brush, clean dust and wet mops, bucket, dustpan and broom. Keep cart near you at all times.
2. Clean exterior windows inside, blinds, and windowsills.
3. Clean and polish door hardware.
4. Clean corners and around bottom of doors and frames.

As Necessary

1. Re-wax classrooms. Do not strip unless instructed by Supervisor.
2. Damp wash ceramic walls and floors.
3. Damp mop, dry mop kitchen floor.
4. Assist with special event set-up and clean up in various locations as scheduled.

Reminder: Two people shall work together when emptying full 40-gallon trash containers

Currently assigned to: Debi Laverty
Lynae Almo
Tammy Lowe
Shannon Bock

Break time: 5:00 PM to 5:10 PM
Lunch time: 7:00 PM to 7:30 PM
Break time: 9:00 PM to 9:10 PM

Note: This daily routine is subject to change as emergencies arise. Report emergencies to Maintenance Supervisor or Principal immediately.

This routine will be reviewed periodically and may warrant revision as conditions change.

5/25/22 JS

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.