

Custodial/Utility Routine

7:00 AM – 2:30 PM

3:00 PM – 10:30PM

Monday - Friday

Daily Routine

1. Report to High School; Regular work duty will be as a High School Custodian working second shift during school in session days.
2. As needed will change shift and assignment to fill in for vacancies created by custodian call offs as directed, work may be in both buildings as needed
3. Assist with snow and ice removal from sidewalks, driveways, and parking lots.
4. Operate all mowers, trimmers, groomers, and other power equipment.
5. Check exterior of buildings and facilities for graffiti, remove immediately, use camera in maintenance office to photograph graffiti and vandalism prior to removal or repair.
6. Make parts and delivery runs as needed by maintenance staff.
7. Keep log of daily activity, log book to be kept in High School Maintenance Shop.
8. Make mail, supply, and other deliveries between High School Office, Central Administration Office, and Allison Park Office twice daily (9:10 AM & 2:10 PM), or as needed by office staff.

Weekly Routine

1. Clean, refuel, inspect for damage, all motor vehicles in district fleet. Report damage to supervisor. Keep log of cleaning and refueling of vehicles.
2. Clean, refuel, lubricate, repair as needed, grounds keeping equipment.
3. Clean Maintenance garage and out storage buildings.

As Necessary

1. Fills in for vacancies for custodians on as needed basis.
2. Assist in Game Day set up for Football, Soccer, Baseball, Softball, Track & Field, and any other sports events as directed by Athletic Director or his/her designee.
3. Assist with riser, scenery, seating, and bleachers, for events in auditorium, multipurpose rooms, cafeterias, gyms or other locations as directed.
4. Unload deliveries to facilities, School Supplies, Athletic Supplies, Food Service Supplies, or Maintenance Supplies as directed.

Reminder: Two people shall work together when emptying full 40-gallon trash containers. Read Safety manuals prior to operating Power Equipment, Mowers, Groomers, Tractors, Trucks, and other grounds keeping equipment.

Currently assigned to:

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

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

7/7/22

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.