

**COLONIAL INTERMEDIATE UNIT 20
POSITION DESCRIPTION
AND
STANDARDS OF PERFORMANCE**

TITLE: Custodian
2:30 p.m. – 10:30 p.m.
Monday - Friday

- QUALIFICATIONS:**
1. Must hold a valid current Pennsylvania driver's license.
 2. Must have a safe driving record.
 3. Must be able to lift up to 75 pounds.
 4. Must have the ability to understand and follow oral and written instructions.
 5. Must be able to take suggestions, directions and criticism relative to procedures and policies as outlined by the Coordinator of Buildings and Grounds.
 6. Minimum educational requirement shall constitute a high school diploma.

REPORTS TO: Coordinator of Buildings and Grounds

LOCATION: Colonial Intermediate Unit 20 Office

JOB GOAL: Responsible for general daily cleaning and routine maintenance of the Intermediate Unit office to ensure a healthy and safe environment for the central office personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

CHECKLIST DUTIES AND CLEANING

1. Assist in the set-up, food service, breakdown of afternoon meetings. Set up evening meetings as indicated by the weekly schedule.
2. Pick up any outside litter at entranceways.
3. Clean off marks on walls.
4. Clean the stairway to the second floor in the lobby and the rear fire exit stairway.

5. Clean the first floor drinking fountains.
6. In your designated areas - clean the restrooms, including wash basins, urinals, toilets, mirrors, and vanities. Fill hand soap dispensers, toilet paper racks, and towel dispensers.
7. In your designated areas - run vacuum cleaner in hallways, daily. Clean spots on carpet.
8. In your designated areas - at least twice a week, dust and polish furniture in the offices and vacuum carpets.
9. In your designated areas - once every two weeks, dust and clean blinds and windows.
10. Clean the dining room and wash table tops.
11. Remove trash from all waste cans daily.

CHECKLIST DUTIES AND MAINTENANCE

1. Check for burned out lights and replace.

OTHER DUTIES AND RESPONSIBILITIES

1. In case of emergency, contact the Coordinator for Buildings and Grounds.
2. Demonstrate cooperative attitude with employees and staff.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERM OF EMPLOYMENT:

1. Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

CUSTODIAN
Standards of Performance
2010-2011

The Custodian will report to and be responsible to the Coordinator of Buildings and Grounds.

The standards of this position are:

1. Checklist Duties and Cleaning (80 Points)
2. Checklist Duties and Maintenance (10 Points)
3. Other Duties and Responsibilities (10 Points)

CUSTODIAN
Standards of Performance
2010-2011

1. Satisfactory performance in respect to checklist duties and cleaning will be attained when (80 Points):
 - 1.1 Assist in the set-up, food service, breakdown of afternoon meetings. Set up evening meetings as indicated by the weekly schedule.
 - 1.2 Pick up any outside litter at entranceways.
 - 1.3 Clean off marks on walls.
 - 1.4 Clean the stairway to the second floor in the lobby and the rear fire exit stairway.
 - 1.5 Clean the first floor drinking fountains.
 - 1.6 In your designated areas - clean the restrooms, including wash basins, urinals, toilets, mirrors, and vanities. Fill hand soap dispensers, toilet paper racks, and towel dispensers.
 - 1.7 In your designated areas - run vacuum cleaner in hallways, daily. Clean spots on carpet.
 - 1.8 In your designated areas - at least twice a week, dust and polish furniture in the offices and vacuum carpets.
 - 1.9 In your designated areas - once every two weeks, dust and clean blinds and windows.
 - 1.10 Clean the dining room and wash table tops.
 - 1.11 Remove trash from all waste cans daily.

2. Satisfactory performance in respect to checklist duties and maintenance will be attained when (10 Points):
 - 2.1 Burned out lights are replaced.

3. Satisfactory performance in respect to other duties as assigned will be attained when (10 Points):
 - 3.1 The Coordinator of Buildings and Grounds is contacted in case of an emergency.
 - 3.2 Demonstrate cooperative attitude with employees and staff.