

**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 Manager of Buildings and Grounds.
 6. Must have Act 34 and Act 151 clearances.
 7. Minimum educational requirement shall constitute a high school diploma.

REPORTS TO: Management Assistant for Buildings and Grounds

LOCATION: Colonial Intermediate Unit 20 Office

JOB GOAL: Responsible for general daily cleaning and routine maintenance of the first floor 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. Pick up any outside litter at entranceways.
2. Clean and mop lobby area, as needed (not less than twice a week).
3. Each night, after 4:00 p.m., clean windows and doors of entrance lobby.
4. Clean off marks on walls in the first floor area.
5. Clean the stairway to the second floor in the lobby and the rear fire exit stairway.
6. Clean the first floor drinking fountains.
7. Clean the first floor restrooms, including wash basins, urinals, toilets, mirrors, and vanities. Fill hand soap dispensers, toilet paper racks, and towel dispensers.

**CUSTODIAN
Standards of Performance
2008-2009**

8. Run vacuum cleaner in hallways, daily.
9. At least twice a week, dust and polish furniture in the first floor offices and vacuum carpets.

CHECKLIST DUTIES AND MAINTENANCE

1. Check for burned out lights and replace.
2. On a weekly basis, dust and clean blinds on the first floor.
3. Buff and clean tile floor areas.
4. Clean the kitchen daily, including sinks, tables and equipment.
5. If needed, clean the dining room and wash table tops.
6. Clean up conference center or other meeting rooms if it has not already been done.

OTHER DUTIES AND RESPONSIBILITIES

1. In case of emergency, contact the Management Assistant 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 2008-2009

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

The standards of this position are:

1. Checklist Duties and Cleaning (60 Points)
2. Checklist Duties and Maintenance (35 Points)
3. Other Duties and Responsibilities (5 Points)

CUSTODIAN
Standards of Performance
2008-2009

1. Satisfactory performance in respect to checklist duties and cleaning will be attained when (60 Points):
 - 1.1 Any outside litter at entranceways is picked up.
 - 1.2 The lobby area is cleaned and mopped, not less than twice a week.
 - 1.3 The windows and doors of the entrance lobby are cleaned each night after 4:00 p.m.
 - 1.4 The marks on the walls in the first floor area are cleaned.
 - 1.5 The stairway to the second floor in the lobby and the rear fire exit stairway are cleaned.
 - 1.6 The first floor drinking fountains are cleaned.
 - 1.7 The first floor restrooms, including wash basins, urinals, toilets, mirrors, and vanities are cleaned, and the hand soap dispensers, toilet paper racks and towel dispensers are filled.
 - 1.8 The vacuum cleaner is used in the hallways on a daily basis.
 - 1.9 The furniture in the first floor offices is dusted and polished, and the carpets are vacuumed at least twice a week.

2. Satisfactory performance in respect to checklist duties and maintenance will be attained when (35 Points):
 - 2.1 Burned out lights are replaced.
 - 2.2 The blinds on the first floor are dusted and cleaned on a weekly basis.
 - 2.3 The tile floor areas are buffed and cleaned.
 - 2.4 The kitchen, including sinks, tables and equipment, are cleaned daily.
 - 2.5 The dining room and table tops are cleaned and washed as necessary.
 - 2.6 The conference center and other meeting rooms are cleaned as necessary.

3. Satisfactory performance in respect to other duties as assigned will be attained when (5 Points):
 - 3.1 The Manager of Buildings and Grounds is contacted in case of an emergency.
 - 3.2 Demonstrate cooperative attitude with employees and staff.