



MANHEIM TOWNSHIP SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

TITLE: Elementary – Custodian

DEPARTMENT: Plant Service Department

LOCATION: Elementary Building

REPORTS TO: Plant Service Manager, Lead Custodians, & Principals

Non-Exempt POSITION

SRI: 14

Review Date: 3/2010

SUMMARY OF PURPOSE

This position is responsible for coordinating, facilitating, and servicing the needs of the building making secure and clean at all times. The custodian's assignments include daily, weekly, monthly general duties to the operation of the building to meet the needs of everyone at the building. Special projects or duties will be directed by the Lead Custodians, Custodial Supervisor, Principals, or other staff depending on the immediate attention of the task.

ESSENTIAL FUNCTIONS

1. Performs the following daily tasks:
 - Checks custodian mail box for communications and refer to the District e-mail account for instructions or request from staff.
 - Checks facilities calendar for special projects or assignments coordinated with Lead Custodians.
 - Locks doors located in the immediate assigned area
 - Checks and verifies custodial cart for all appropriate cleaning material and adequate supplies
 - Cleans restrooms and provides sufficient supplies to the lavatories
 - Empties trash cans and gathers wastepaper. Disposes of trash in appropriate assigned dumpster.
 - Dry mops, wet mops or vacuums assigned areas when necessary or specific request
 - Replaces light bulbs
2. Performs the following weekly tasks:
 - Dusts all appropriate areas where necessary or specific request
 - Cleans specific areas to maintain a professional appearance
 - May be required to use high pressure machine
3. Performs the following general duties:
 - Removes snow from walkways and staircases – team effort to prepare building for operations
 - Rakes/removes leaves, especially when accumulation in sections of the exterior building
 - Picks-up and remove trash, the work area assigned should be a trash free area
 - Cleans all windows and door windows
 - Performs floor care and carpet care as required
 - May be responsible for maintaining flag.

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4. Checks items listed on the custodial preventive maintenance forms
5. Reports any immediate building malfunctions and/or equipment problems to the operation of the building to the Lead Custodian, Supervisor, or Assistant Plant Manager
6. Is responsible for continual maintenance and cleanliness and reporting broken glass or out of order items
7. Performs Team Cleaning when necessary to meet the building demands.
8. Performs other custodial, basic maintenance work as necessary for the department.
9. Keeps custodial supply area clean, neat, orderly and functional.
10. Performs other tasks as appropriate, such as emergency call-in for cleaning, snow removal, or assistance for school to operate.
11. Maintains an optimal professional relationship with all staff by being courteous and always mindful of the importance of your position and information provided to complete the job.
12. Performs various repairs/maintenance and custodial requirement on projects necessary to assist in the operations of the organization.

DEPARTMENT/ORGANIZATION

- Keeps current with work changes and related developments that impact the department.
- Makes decisions consistent with the MTWP mission and core values, establishes and maintains effective communication and positive relationships within MTWP.
- Performs other functions as assigned by Supervisor.
- Contributes to the effective team management of all issues and opportunities within MTWP.
- Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.

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MARGINAL FUNCTIONS

Marginal functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

SCOPE AND IMPACT

This position involves a wide scope of responsibility in varying degrees of cleaning and custodial skills. Internal contacts could include teachers, administrators, support personnel, community and other individuals. External contacts could include parents, community organizations, and other colleagues.

MINIMUM REQUIREMENTS

This position prefers a high school diploma or equivalency prefer at least two years minimal experience with cleaning and custodial services. Individual should have experience with equipment handling, floor care, carpet care, routine cleaning techniques.

Other Qualifications: Must possess some basic knowledge and understanding of building operating systems and regulatory codes.
 Must possess some knowledge and understanding of mechanical systems, HVAC and facility equipment
 Must possess some knowledge of the trades
 Must have knowledge and understanding of various cleaning chemicals
 Such alternatives to the above qualifications as human resources and supervisor may find appropriate and acceptable

SPECIAL SKILLS

Ability to maintain records on all building related projects. Ability to accept responsibility, follow directions and work independently. Position requires good interpersonal skills. Position must be organized.

Specific Skills: Must be able to operate various maintenance equipment and vehicles

License: Must have a valid PA driver's license

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PHYSICAL/MENTAL/ENVIRONMENTAL

Physical Demands:	Sitting 5%, walking/standing 95% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Some stooping, bending and twisting of the body Ability to climb, crouch, kneel and crawl Ability to lift and/or carry supplies weighing up to 80 lbs. or more Ability to push/pull carts weighing 150 lbs or more Ability to stand or walk for extended periods of the workday.
Sensory Abilities:	Visual and Auditory acuity
Cognitive Ability:	Ability to communicate effectively Ability to organize tasks Ability to handle multiple tasks Ability to exercise good judgment Ability to follow written and verbal directions. Ability to drive a vehicle in a safe manner
Mental:	Must possess excellent interpersonal skills Must be able to work in an environment with frequent interruptions Able to receive oral communication Able to make judgments and work under high level of stress
Work Environment:	Subject to inside and outside environmental conditions Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more) Subject to physical hazards, including exposure to various occupational hazards, such as electrical shocks, burns from welding equipment, operating machinery, and exposure to refrigerants and fuels such as heating oil and natural gas and conditions that may affect the respiratory system and/or skin

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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