

CUSTODIAN

Reports to: COO

Starting Hourly Rate: \$14.75

FLSA Classification: Non-Exempt

Job Qualifications

- High School Diploma or equivalent
- Three years' experience in school district maintenance/custodial work preferred
- 60-90 hour custodian fireman's certificate preferred
- Must possess a good driving record. Continued employment with the Penn Hills Charter School of Entrepreneurship is contingent upon the employees' possession of a valid Pennsylvania Driver's License.
- Ability to regularly lift a minimum of 25 pounds and up to 50 pounds and on occasion be able to lift 50 – 100 pounds.
- Ability to work off of ladders, scaffolds and at heights.
- Must possess physical ability to perform any and all work required. Possession of and consistent ability to exercise physical and manual dexterity, including the ability to grasp and maintain control of equipment, pushing, pulling, twisting at the waist, bending, climbing and balancing.

Mission

Our mission is to provide a world-class education for the students in the Penn Hills community that will not only prepare students academically but to develop into informed and responsible world citizens, creative problem solvers, and effective communicators. We believe that children of all cultures and abilities can learn and be challenged to reach their highest potential. To achieve this, the school recognizes the importance of collaboration with the entire learning community of students, parents, community members and school staff. Our mission is to ensure that the students experience real life 21st century learning experiences in an innovative, community based public school setting, and created to build a foundation that will enable students to reach their highest potential.

JOB RESPONSIBILITIES

Custodial

1. Performs the daily daytime work of opening or closing the school

CORE VALUES

WE believe in Soaring to Success by building strong
Character, ***A***cademics, ***R***elationships, and ***E***ntrepreneurs
for a life of leadership!

2. Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
3. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
4. Responsible for performing the cleaning tasks, as assigned for all facilities including the school, playground, lawn, and parking lot.
5. Cleans, dust mops, scrubs and waxes resilient floors with use of appropriate equipment (i.e., scrubber, buffer, etc.) as needed to protect floor finish.
6. Dry mops floors in rooms and all common areas.
7. Cleans cafeteria floors of any spills and/or debris, and properly disposes of refuse.
8. Routinely break-down cafeteria tables/benches for cleaning in between table/bench tops, sides, legs and underside of each. Tables/benches will be cleaned during summer cleaning; breaks; and as determined by Supervisor.
9. Cleans and vacuums carpeted surfaces.
10. Spot cleans and scrubs walls.
11. Empties wastebaskets and properly disposes of refuse.
12. Scrubs and disinfects bathroom areas, including walls, sinks, bowls and glass mirrors.
13. Distributes supplies, equipment and/or mail (e.g. fill soap dispensers, towel/toilet paper dispensers, packages, furniture, TV carts, etc.) for the purpose of disseminating materials to appropriate parties and/or locations.
14. Changes light bulbs.
15. Cleans whiteboards (chalkboards where necessary) and erasers.
16. Cleans and disinfects water fountains.
17. Cleans, and disinfects as needed, chairs and desk tops in classrooms and office areas.
18. Cleans glass in windows and doors both on the inside and outside.
19. Moves furniture/equipment within buildings and sets up cafeteria for lunch and programs as required for various activities and as directed by the Supervisor.
20. Maintains cleanliness in gyms and auditoriums, including but not limited to floors, walls, trash cans, seating, graffiti removal, and dusting.
21. Maintains cleanliness in hallways, entrances and stairs, including but not limited to glass, floors, water coolers, steps, handrails, walls, and dusting (high & low).
22. Maintains cleanliness in the office area, including but not limited to trash cans, floors, walls, and dusting.
23. Maintains cleanliness in storage room(s), including but not limited to keeping them accessible and organized.
24. Maintains cleanliness around the exterior of the building, including but not limited to sidewalks, signage, lighting, grass, landscaping, playground, and fields.

25. Maintains cleanliness in kitchens, including but not limited to floors, walls, equipment, storage, and trash.
26. Assists in maintaining a proper inventory of supplies.
27. Performs all work assigned in a safe manner using all safety equipment when required and maintains all tools in safe operating condition.
28. Completes work assignments professionally and in a timely manner.
29. Informs Supervisor of equipment failure, needed repairs and building maintenance concerns.
30. Performs such other tasks and responsibilities as directed by Supervisor.

Maintenance

1. Regularly inspects the building, grounds, equipment, and facilities to assure a safe, dependable operation and an attractive, clean appearance.
2. Performs snow removal by shoveling, salting, or plowing as required.
3. Perform landscaping duties such as mowing, tree trimming & cutting, weeding, planting, fertilizing, aerating etc.
4. Police school grounds and pick-up trash as required.
5. Perform maintenance on grounds equipment as assigned.
6. Perform minor maintenance repairs on mechanical equipment.
7. Performs all work assigned in a safe manner using all safety equipment when required and maintains all tools in a safe operating condition.
8. Performs carpentry-related repairs and painting as required.
9. Opens and secures doors and windows in support of building activities.
10. Performs all necessary custodial duties in support of building activities.
11. Operates equipment in a safe and responsible manner.
12. Complies with District policy, local, state and federal laws and procedures for the use, storage, and disposal of waste, cleaners, chemicals, and all other products and materials used in performing duties.
13. Completes work assignments professionally and efficiently.
14. Performs such other tasks and responsibilities as directed by Supervisor

To apply, please submit a copy of your application, cover letter and resume via:

Mail: Attn: Human Resources, 2501 Main Street, Pittsburgh PA 15235

Email: teresa.augustin@phcharter.org

Fax: 412-793-6473