

IMMEDIATE NEED: CUSTODIAN - 3 p.m. - 11 p.m.

Reports to: Director of Operations & Innovation

Starting Salary: \$30,698

Join our team! Seeking a custodian to work 3 p.m. - 11 p.m. The custodian is responsible for the cleanliness and sanitation of assigned areas of our school building, as well as routine maintenance. Seeking a candidate with knowledge of and expertise in stripping and waxing floors, and shampooing and steam-cleaning carpets and rugs. Must have maintenance experience and be able to complete general repairs. Must be able to operate standard cleaning equipment to include floor polisher, mop, wet and dry vacuum cleaners, and carpet cleaning equipment. Support special events by setting up and tearing down.

Job Qualifications:

- High school education or GED preferred
- Custodial experience preferred, preferably in a school setting or other high-traffic facility with a high degree of public interface
- Knowledge of cleaning methods and equipment
- Required clearances include PA Child abuse, PA State criminal history, FBI fingerprint criminal background screening
- Valid PA Driver's License

To apply, email resume, application form, and a cover letter to the Human Resources Department (human.resources@phcharter.org). Equal Opportunity Employer.

Competencies

- Interpersonal and communication skills
- Ability to perform multiple assignments without immediate supervision
- Time management and ability to prioritize tasks to meet deadlines
- Able to perform basic arithmetic and use basic numerical concepts (such as measuring) to perform job tasks
- Ability to read and interpret instructions, procedures, manuals, and other documents
- Basic computer skills required in order to read and respond to email and utilize time and attendance system
- Understanding of cleaning compounds and chemicals and their safe, efficient use
- Willingness to learn and share new and better methods of cleaning
- Ability to report and record custodial requests

Value Statement: WE believe in Soaring to Success by building strong Character, Academics, Relationships, and Entrepreneurs for a life of leadership!

Job Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

- Performs a variety of interior and exterior custodial maintenance tasks in heavy foot-traffic areas, applying specific methods of cleaning for a school facility
- Keeps building and property in clean and orderly condition.
- Performs routine maintenance activities.
- Heavy cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Cleans and polishes fixtures and furniture.
- Shampoos or steam-cleans carpets and rugs.
- Cleans and polishes furniture and fixtures.
- Manages inventory of cleaning supplies.
- Drives vehicles required to perform duties
- Communicates upward regarding the need for repairs or additions to building operating systems.
- Expertise in stripping and waxing floors
- Establish and maintain effective working relationships with supervisors, school staff, the general public, third-party vendors, and others contacted in the course of work
- Respond in a timely manner to custodial requests and routine custodial and cleaning needs
- Support special events by setting up and breaking down chairs, tables, screens, and other equipment
- Physical ability to operate and care for industrial equipment used for cleaning, including but not limited to motorized floor polisher, push broom, wet and dry vacuum cleaners, mop, ladder, carpet cleaning equipment
- Strict adherence to workplace safety
- Interest in and dedication to our school's entrepreneurial focus
- Other duties as assigned

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position involves routine, repetitive operations with hands and physical skill and energy. Work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms. Work in conditions that create dirt and dust. Essential custodial maintenance may involve but is not limited to the following activities: reaching to full reach overhead; pushing; gripping with fingers; crouching; kneeling; shoveling;

working in narrow or confined space; twisting at the waist, shoulders, and legs; crawling on hands and knees; lying on shoulder or back; walking; sitting; standing; climbing stairs; pushing and/or moving up to 50 lbs.; working atop a ladder or step stool. Vision abilities required by this job include close vision. Must be able to communicate verbally and hear.