

**BRISTOL BOROUGH SCHOOL DISTRICT
BRISTOL, PA 19007**



POSITION: FULL-TIME CUSTODIAN

COMMENCING: Immediately

SALARY: \$16.28 per hour with benefits as per Negotiated Contract.

DUTIES: See Attached Job Description

Application Deadline: When position is filled.

Send letter of interest to:

Jennifer Moyer, *Administrative Assistant to Superintendent*
Bristol Borough School District
1776 Farragut Avenue
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in it activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Thomas F. Shaffer, Superintendent of Schools.

Attachment: Job Description
Posted: January 19, 2018

**BRISTOL BOROUGH SCHOOL DISTRICT
BRISTOL, PA**

TITLE: CUSTODIAN

REPORTS TO: *Building & Grounds Supervisor*

JOB GOALS: *Maintains areas allocated to him including classrooms, other areas to the prescribed cleanliness standards. He removes hazards and dangerous conditions, which could result in accidents and fire, and prevents needless waste or careless use of supplies, equipment or utilities.*

JOB HOURS: *First week Monday- Friday 10:30AM to 8:00 PM; Second Week Tuesday- Friday 10:30 AM to 8:00PM; Saturday 7:00AM- 3:30PM (Hours may vary on Saturday depending on school functions)*

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned)*

1. *Performs daily and scheduled housekeeping duties as required.*
2. *Assists in making school facilities available for use by school, community and rental groups.*
3. *Performs minor repairs to equipment and facilities, using simple hand tools.*
4. *Carries out other duties such as, but not limited to:*
 - *sweeping, scrubbing, moping and waxing of floors.*
 - *cleans glass doors, windows and display cases*
 - *cleans plumbing fixtures*
 - *cleans walls, ledges, ceilings and furniture*
 - *cleans and re-lamps lighting fixtures*
 - *raises and lowers flag*
 - *operates mechanical equipment and performs preventative maintenance*
 - *snow removal and trimming, sweeping of paved areas*
 - *assists in receiving and moving supplies within the building*
 - *touches up painted surfaces*
 - *removes trash and cleans receptacles.*
5. *Handles related duties as required.*
6. *Must have a valid state issued Driver's License. Position requires travel between two schools.*
7. *Must be able to operate machinery for cleaning for example scrubbers. Must be able to operate snow removal equipment.*

QUALIFICATION REQUIREMENTS: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

◆ **EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED)

◆ **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

◆ **MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

◆ **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

◆ **OTHER SKILLS AND ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

❖ *While performing the duties of this job, the employee is regularly required to stand; walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.*

❖ *The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs. Such as salt and bulk furniture. The employee will sometimes*

push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

❖ *While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The environment is usually moderate.*

❖ **The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**