



WE ARE NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:

CUSTODIAN

POSITION DESCRIPTION:*

This is an entry level maintenance support position responsible for the normal cleaning and basic maintenance of the building and grounds.

An employee in this class performs various tasks associated with maintaining a decent, clean and sanitary environment,.. Such tasks include, but are not limited to washes, waxes, dusts and polishes floors, furniture and fixtures; cleans lavatories and replaces lavatory supplies; disposes of waste paper; cleans carpets and windows; shovels snow, cuts grass, trims shrubbery and other basic outdoor duties; makes simple repairs such as replacing light bulbs, plunging sinks and toilets, replacing missing screws; and performs other duties as assigned.

POSITION QUALIFICATIONS:

General knowledge of general building and grounds care and maintenance.

Ability to properly use and care for maintenance tools and equipment.

Ability to read, write, speak and understand English sufficiently to perform the duties of this position.

Ability to organize work in a manner which insures smooth processing and accomplishment of priority items on schedule.

Must possess and maintain a valid Pennsylvania driver's license.

Must be able to repetitively lift up to 50 pounds and occasionally up to 100 pounds.

Must be able to perform tasks requiring repetitive walking, bending, climbing steps, or working with hands over head.

EXPERIENCE and TRAINING:

Demonstrated ability to perform tasks by virtue of experience, performance and/or testing results.

At least 3 years experience in custodial work or the equivalent.

**This position description is only meant to be a representative summary of the major responsibilities and accountabilities performed by incumbents of this position. The incumbents maybe requested to perform position-related tasks other than those stated in this description.*