

# VACANCY ANNOUNCEMENT #527

March 6, 2025

## **PART-TIME CUSTODIAN**

Southern Huntingdon County School District

Available immediately

Part-time position no health benefits

4 hours per day

Wages: As per SHCESPA Contract

Job description/qualifications attached.

Anyone interested in the above position should contact:

Hillary Lambert, Superintendent  
Southern Huntingdon County School District  
10339 Pogue Road  
Three Springs, PA 17264  
Telephone 814-447-5529, x 2604  
Email: [info@shcsd.org](mailto:info@shcsd.org)  
Refer to Job Number 527 when applying

Deadline for applications is **UNTIL FILLED.**

## SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT

### Position Description

**TITLE:**        **PART-TIME CUSTODIAN**

**BASIC FUNCTION:** The Part-Time Custodian is responsible for duties related to the Maintenance Department.

**SCOPE:**        The extent of involvement shall include those services as listed herein.

**QUALIFICATIONS:**

1. Must have a high school diploma.
2. Moderate maintenance skills.
3. Ability to operate industrial-rated cleaning equipment, perform industrial-type cleaning tasks, climb ladders and work at heights of at least 16 feet.
4. Strong interpersonal skills and ability to work cooperatively and effectively with adults and students in an alternative education, special education, pre-school and/or daycare environment.
5. Ability to lift heavy objects (50 lbs. to a height of 30"; 30 lbs. to a height of 66").
6. Ability to maintain confidentiality relative to workplace matters.
7. Possess a valid Pennsylvania driver's license.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain building security.
2. Clean all walls, tile, ceramic tile floors, carpet areas, etc. utilizing appropriate equipment.
3. Clean restrooms and sink/kitchen area and fill paper products in all areas.
4. Clean/disinfect areas that come in contact with body fluids.
5. Maintain inventory of cleaning supplies and advise Maintenance Supervisor when reorders are necessary.
6. Arrange/re-arrange classrooms as directed.
7. Wash/clean windows as directed.
8. Empty trash/change trash can liners/remove trash.
9. Move furniture and other equipment as necessary and set up rooms as needed.
10. Report malfunctioning equipment and building repairs to supervisor.
11. Sweep/clean outside walks and areas around building.
12. Ensure that rooms are secure after cleaning.
13. Perform assigned custodial tasks ever vigilant of maintaining confidentiality regarding material seen or overheard in the course of performing job duties.
14. Mow, trim and rake grass areas.
15. Receive deliveries, unload and distribute as needed in building.
16. Able to use and maintain the necessary equipment to provide for the upkeep and

care of the building and grounds surrounding the building to which he/she may be assigned, e.g. scrubbers, vacuums, polishers, lawn tractors, mowers and snow blowers.

17. Possesses the knowledge to utilize and maintain the proper equipment to ensure completion of housecleaning assignments, to include cleaning of all areas of the building, the proper use of cleansers, disinfectants, removers, strippers, surface sealants, waxes and other similar products.
18. Perform light maintenance on electrical, plumbing, HVAC as prescribed by job assignments. (HVAC System-oil motors-changing filter(s), Electrical-Replace bulbs/minor electrical repair, Plumbing-Change traps, unclog drains, repair small leaks).
19. Follow a detailed daily and weekly schedule of tasks including cleaning, servicing and maintaining all areas within a school building, as well as providing maintenance and upkeep of adjacent grounds, mechanical systems, security systems and electrical equipment and any other task normally completed by custodial personnel.
20. Participate in snow/ice removal including use of snow blowers, high lift, salt spreader and other snow removal equipment.
21. Responsible for Inter-Office mail delivery to all schools.

#### SPECIFICATIONS:

Essential duties and functions of the job position include, but are not limited to, the following:

1. Physical Demands
  - a. Daily lifting-up to 50 pounds.
  - b. Daily carrying-up to 50 pounds.
  - c. Daily pushing and pulling-up to 150 pounds.
  - d. Occasional climbing, particularly on ladders up to 10'.
  - e. Daily reaching, kneeling, crouching.
  - f. Regular bending, stooping, twisting, grasping.
  - g. Active movement on regular basis.
2. Sensory Abilities
  - a. Visual acuity to be able to see when areas are clean.
  - b. Ability to detect the smell of hazardous odors.
  - c. Depth perception to be able to judge distance from objects.
  - d. Ability to see or hear fire alarm signal.
  - e. Ability to distinguish colors.
3. Work Environment
  - a. Primary work location is inside the building; work outside occasionally.
  - b. May be asked to work outside in all months of the year; encountering various weather conditions.
  - c. Noise level is usually light to moderate.

- d. Frequent exposure to fumes or airborne particles.
  - e. Occasional work near moving mechanical parts.
  - f. May be required to work in high places.
4. Temperament
- a. Ability to perform routine tasks repeatedly to the satisfaction of immediate supervisor.
  - b. Ability to work as a member of a team.
  - c. Must be courteous and able to deal effectively with the various publics that use the facility.
  - d. Must be cooperative, congenial and service-oriented.
5. Specific Skills
- a. Ability to use industrial floor equipment such as carpet extractor, floor scrubber, buffer and high-speed burnisher.

#### RELATIONSHIPS

The Custodian shall be under the direction of and be accountable to the Maintenance Supervisor.

NOTE: The aforementioned duties and responsibilities are not to be considered as all inclusive.

APPROVED BY SHCSD SCHOOL BOARD ON 9/20/2011.