

EAST ALLEGHENY SCHOOL DISTRICT
January 16, 2019

TO: MEMBERS OF THE EAST ALLEGHENY
EDUCATIONAL SUPPORT PROFESSIONALS ASSOCIATION

The following position is posted. If you wish to apply, please return the completed application form and a resume to the Superintendent's office, attention Jamie Griesbaum by Monday, January 28, 2019.

POSITION: Custodian I
SUPERVISOR: Maintenance Supervisor, Building Principal, Director of Fiscal Affairs
HOURS: Twelve Month Worker, 3:00 -11:30 p.m.
LOCATION: Logan Elementary School
RATE: Current hourly rate or new hire graduated scale as per the 2015-2020 EAESP Agreement

Qualifications:

1. High School Graduate
2. Certification of good health signed by a licensed physician, including a TB test.
3. All updated clearances (Act 151, Act 34, FBI, PDE 6004)
4. Ability to read basic operating instructions and materials labeling.
5. Demonstrate aptitude for successful fulfillment of assigned, performance responsibilities.

Area Description: Area #2 – Yellow – First Floor

1. Classrooms, 101, 102, 103, 104, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 136-SGI
2. Main Rest Room, #A
3. 100 – Office
4. 134 - Faculty Room & Faculty Rest Room
5. Stairwells C & D, 1st Landing and Steps
6. Sweep, dust mop and scrub hallways, as per attached drawing

Job Description:

1. Keep building and premises neat and clean at all times.
2. Check daily to ensure that all exit doors are closed and all panic bars are working properly in this area during his working hours.
3. Sweep and dust all areas stated above daily.
4. Sweep and dust all corridors stated above daily.
5. Damp mop all corridors weekly or as needed.
6. Scrub, hose down, disinfect toilets and sinks daily.
7. Clean and disinfect drinking fountains daily.
8. Wash all windows on both inside and outside in area bi-weekly or more frequently if necessary.
9. Keep floors in a clean and attractive condition and in good state of preservation.
10. Remain on premises during regular work hours unless on lunch break or authorized to leave the building by supervisor as stated above.
11. Assume responsibility for turning off all lights in area, other than for security purposes.
12. Keep an inventory of supplies on hand and fills out a requisition for replacements as needed, through the Maintenance Supervisor.
13. Comply with local laws and procedures for storage and disposal of trash, rubbish and waste material.
14. Participate in general cleaning of the school building.
15. Snow removal of entranceways.
16. Assume responsibility for general security of the building.
17. Assume responsibility for general fire safety of the building.
18. Have knowledge of proper custodial, cleaning procedures to clean an assigned area.
19. Have knowledge of use of mechanical equipment in order to operate: rug scrubber, floor scrubber, floor polisher, etc.

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- 20. Be able to work off a scaffold and ladder to change and/or clean lights.
- 21. Perform such duties that may be assigned by the building principal, supervisor or the Administration.
- 22. **Perform other duties normally attributed to the position as directed by the supervisors stated above.**

Term of Employment:

- 1. Twelve-month worker
- 2. Work assignments will be at the Logan Middle School.
- 3. Must work the second turn shift (3:00 p.m. to 11:30 p.m.).
- 4. Work shift could be subject to change by the Administration.

Evaluation:

Performance of this job will be evaluated monthly by the supervisors stated above.

COMPLETE FORM BELOW AND RETURN TO JAMIE GRIESBAUM by Monday, January 28, 2019. (Please include a resume attesting to your qualifications for the position):

Date

Signature

Printed Name

Address 1

Address 2

Phone

Email