



Job Profile Custodian

Reports To: Facilities Manager

Base Rate: \$19.00

Status: Full Time – Twelve Month

FLSA: Non-Exempt

Created: February 6, 2021

Revised: September 9, 2026

Position Summary

Works collaboratively with others to provide thorough and reliable service to maintain high standards of cleanliness, safety and operational efficiency in building operations in support of students, staff and visitors.

Essential Functions

1. Consistently promotes and upholds the school's mission and core values.
2. Works collaboratively and effectively with others to meet the needs of the greater school community.
3. Cleans, washes, sweeps, mops, dusts, polishes and vacuums designated areas to the required standard of cleanliness (housekeeping duties). Maintains common areas, classrooms, restrooms, offices, storage rooms and other areas to the required high standard of cleanliness, safety and operational efficiency.
4. Responds to requests for service, completes work orders and other projects in a timely and efficient manner.
5. Removes trash and recycling materials to appropriate disposal area.
6. Maintains school equipment, buildings and grounds in top condition to ensure full and productive use, including making minor repairs as necessary.
7. Performs equipment and facilities inspections as needed.
8. Evaluates need, maintains inventory, and restocks supplies as needed.
9. Appropriately operates all equipment and machinery in a safe and responsible manner to accomplish operational objectives.
10. Handles/utilizes cleaning chemicals and equipment carefully and as intended ensuring overall safety.
11. Moves and arranges furniture and equipment; sets up rooms for special meetings or events.
12. Cleans worksites including hauling debris and trash to the dumpster, cleaning tools and equipment and ensuring tools, materials and equipment are stored properly.
13. Moves supplies and equipment within school buildings and between school buildings.

14. Performs minor repairs to furniture, fixtures, equipment and facility as needed.
15. Runs errands as needed, including picking up supplies, collecting and depositing mail, etc.
16. Assists with lawncare and snow removal responsibilities as needed.
17. Takes reasonable steps to safeguard school assets.
18. Follows standard safety and risk prevention practices, wears suitable clothing/uniform and appropriate personal protective equipment, as necessary.
19. Demonstrates flexibility in meeting the operational needs of the school, including daily tasks, assignments, scheduling, etc.
20. Willingly supports school activities that enhance the school's educational program and promotes "The Bear Creek Experience." Assists in the food service program, in support of school activities, and at school events as needed.
21. Attends required meetings and serves on appropriate committees.
22. Supports a culture of continuous learning and improvement.
23. Promotes a safe, positive and healthy working environment.
24. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
25. Protects confidentiality of records and information about students and staff and uses discretion when sharing any such information within legal confines.
26. Adheres to the Staff Handbook, school procedures and protocols, and all local, state and federal laws.
27. Effectively utilizes technology and/or equipment to support the fulfillment of responsibilities.
28. Refer to Custodian Flight Plan for a more detailed list of responsibilities.
29. Performs any other duties and responsibilities as assigned and not otherwise prohibited by law or regulation.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades.
2. Ability to report to work on time, as scheduled.
3. Ability to work as part of a team and contribute to a positive work environment.
4. Ability to read chemical labels, material safety data sheets (MSDS), and equipment manuals and other instructions.
5. Ability to utilize hand and power tools as well as skills in using measurement devices.

6. Is conscientious and demonstrates strong self-confidence, integrity and good moral character.
7. Exhibits a personality that demonstrates interpersonal skills that relate well with students, staff, administration, parents and the community.
8. Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrates the ability to use tools and equipment necessary to complete essential job functions.
10. Ability to provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Ability to obtain the appropriate state and federal background checks and clearances acceptable to the school and required for ongoing employment in a public-school setting.
12. Ability to provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
13. Meets such alternatives to the above qualifications as the Facilities Manager may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty.
Technical Skills and	Has the functional/technical knowledge and skills to do the job at a high level of

Learning	accomplishment; picks up on technical things quickly; can learn new skills and knowledge.
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Core Competency	Description/Characteristics
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues priorities with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Oriented	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.

Other

The Maintenance Technician I must be physically able to exert up to 100 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. He/she must occasionally lift and/or move up to 50 pounds.

While performing the functions of this job, the employee is routinely exposed to cold, heat, and outdoor weather conditions. Must work indoors and outdoors year-round.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit, reach with hands and arms; and is frequently required to climb or balance, stoop, kneel, or crouch. Requires climbing and balancing.

Must work in noisy and crowded environments. Must work in and around dust, fumes, and odors. Must be able to work in high places and confined spaces.

Employees must be willing to work additional hours/overtime as requested, including after-school activities and early morning, evening or weekend snow removal.

Employees must be able to drive or otherwise successfully transition to and from work and although infrequent, off-site meetings and activities. Must be able to drive a mechanical vehicle and similar equipment. A valid Pennsylvania Driver's License and clean driving history is required.

The position requires the ability to:

- Work both indoors and outdoors, often in hot and cold work environments.
- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to students, staff members or other stakeholders.
- Read a variety of correspondences, manuals, journals, etc. Requires the ability to provide instruction, prepare e-mail correspondence, etc. Requires the ability to speak to people with poise, voice control and professionalism.
- Apply principles of logical thinking to define problems, establish facts, and draw valid conclusions; to interpret a variety of information; and to deal with several abstract and concrete variables.
- Record and deliver information, comprehend policies and procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently at a variety of levels, with individuals of various age groups and abilities.
- To add and subtract; multiply and divide; utilize decimals and percentages.
- Coordinate hands and eyes accurately in using computer and other equipment.
- Handle a variety equipment. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Talk and hear. Talking includes, but is not limited to, expressing or exchanging ideas by means of spoken words. Hearing includes, but is not limited to, perceiving nature of sounds by ear. Must be able to communicate via telephone, as well as e-mail and in person.

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.



School Custodian Flight Plan

Daily

1. Maintains appropriate work performance standards.
2. Strives to maintain a positive atmosphere and a safe environment for students and staff.
3. Effectively communicates with others in a team-oriented environment to the benefit of the organization and its students.
4. Promptly responds to voicemail, e-mail, and requests for assistance.
5. Responds to calls for service and completes work orders and projects in a timely and efficient manner.
6. Walks school and checks hallways, restrooms and classrooms for issues. Refills hand soap and paper towels weekly.
7. Collects and disposes of trash from breakfast and lunch; wipes down and sanitizes trash cans as needed.
8. Picks up and disposes of any trash discarded inside of building; collects end-of-day trash from classrooms and offices.
9. Sweeps common areas and classroom hallways. Runs floor scrubber on terrazzo and Marmoleum surfaces (Commons, classroom hallways).
10. Wipes down tables and stools in Dining Hall; moves tables to clean floor.
11. Sweeps, spot mops, and runs floor scrubber on Dining Hall floor.
12. Restocks supplies in all janitor/housekeeping closets.
13. Collects dirty housekeeping rags, washes, dries and returns to janitor/housekeeping closets.
14. Sweeps, vacuums and mops front vestibule, front Commons and steps as needed to remove ice melt, water, or any other debris that may be present due to inclement weather.

Weekly

1. Sweeps and mops hard wood floor in Commons.
2. Dusts roof of gazebo and prize shed in Commons.
3. Manually scrubs around baseboard in Dining Hall; wipes down baseboard.
4. Wipes down tile, window ledges and other areas gathering dust and debris in Dining Hall.
5. Sweeps and mops all fire stair towers (4).
6. Coordinates pickup and deliveries related to carpets, mats, mop heads, etc. from third-party vendors.
7. Reviews and inventories supplies on hand; initiates orders for additional supplies as needed.
8. Sweeps and mops service corridor.
9. Sweeps and runs floor scrubber on Gym floor.

Monthly

1. Participates in staff meetings.
2. Checks and repairs vacuums as needed; initiates orders for replacement parts.
3. Sweeps bleacher flooring and wipes down bleacher seating. Cleans under bleachers.
4. Dusts, vacuums and wipes down ceiling vents, including exhaust vents in restrooms as well as HVAC diffusers in common areas, offices, etc.

5. Disassembles and cleans hard water stains and buildup from water fountain and bottle filler drains.

Annually

1. Actively participates in required sessions as part of Annual Preservice Training, In-Service Training, and any other training as needed.

Cyclical/Ongoing

1. Performs a variety of repairs and tasks including and not limited to replacing floor tile, replacing electrical ballasts and bulbs, painting out graffiti/markings, repair fencing, patch asphalt or concrete, setting forms, installing paper towel or toilet paper dispensers, patching holes in plaster or wood walls, installing furniture, tack boards, scraping paint, trenching, cleaning out keyways of locks, vandalism repair work, preventative maintenance on equipment, pressure washing, locker repair work, tile repair/ replacement, both ceiling and ceramic bathroom tile, indoor, outdoor bleacher repair, grounds and tree maintenance.
2. Applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.
3. Maintains grounds in clean, safe, and orderly manner including mowing, trimming, weeding, aerating, minor pest management, composting and fertilizing lawns; replaces plants as needed; sets sprinklers; replaces broken sprinkler heads; adjusts automatic time clocks and system pressure if necessary; cleans debris from grounds, pathways, and parking lots; maintains grounds maintenance equipment; prunes trees and shrubs; treats for pests and rodents.
4. Assists Maintenance Technicians with tasks that require additional help, including snow removal and lawn maintenance.
5. May perform other maintenance duties as necessary.