



## Full Time Custodian

Bear Creek Community Charter School is seeking potential candidates for the position of Custodian. This is a full-time, twelve-month position. Hours are typically Monday through Friday from 9:00 a.m. to 5:00 p.m. with the opportunity for a few evenings or Saturdays scattered throughout the year. The successful candidate should have at least two years' general maintenance or housekeeping experience, be able to lift 50 lbs. or more, and demonstrate the willingness to work in a fast-paced, service-oriented environment. Competitive salary and benefits, with the potential for annual increases in compensation based on individual performance.

Interested applicants should submit a cover letter expressing interest in the position, along with a completed General Employment Application, which is available on the School's web site at [www.bearcreekschool.com](http://www.bearcreekschool.com) – select About from the menu bar and then Employment from the drop-down options. Applications should be mailed to:

Bear Creek Community Charter School  
Attention: Human Resources  
30 Charter School Way  
Bear Creek Township, PA 18702

Upon receiving an offer of employment, the successful candidate must obtain a current Pennsylvania criminal background check, FBI criminal background check, and a Pennsylvania Child Abuse Clearance.

Bear Creek Community Charter School is an Equal Opportunity Employer.



## **Representative Sample of Custodian Duties 2020 – 2021 School Year**

Check mailbox at bottom of driveway daily and deliver mail to Main Office.

Wash and dry housekeeping rags.

Remove the clean rags from the washing machine and place in the dryer.

Refill copier paper (fill shelves), remove cardboard and trash.

Submit request for additional copier paper when low.

Empty shredders in Upstairs Copier Room and Main Office. Replace bags.

Collect trash cans from each classroom wing, from the Gymnasium and from the Commons. Empty trash bags to dumpster. Wipe down insides and outsides of trash cans with disinfectant. Add new bag and return to their locations in preparation for lunch.

Disinfect common areas:

- Door handles in Front Vestibule (main entrance), both sides of doors, exterior doors and interior doors.
- Door handles leading into Main Office.
- Time clock.
- Hand railings on both sides of Main Stairway in Commons.
- Door handles of both sets of doors (both sides) leading onto K-2 Classroom Wing.
- Door handles on both sets of doors (both sides) leading to G5/G6 Classroom Wing.
- Door handles on both sets of doors (both sides) leading to 3/4 Classroom Wing.
- Door handles on both sets of doors (both sides) leading to 7/8 Classroom Wing.

Check status of each of the four janitor's closets, clean up if necessary and restock with the appropriate supplies:

- Trash bags.
- Clean rags of each type (remove dirty rags).
- Magic Erasers.
- Paper towels.
- Hand soap.
- Toilet paper.
- Urinal screens.
- Clean dry mop heads (replace as needed).
- Clean wet mop heads (replace as needed).
- Fill individual bottles of cleaners and disinfectant.
- Check slop sink to ensure clean.
- Empty trash.

Disinfect the following in all four (4) classroom wings:

- Sinks in student restrooms.
- Toilets and urinals in student restrooms.
- Toilet paper dispensers and sanitary napkin containers in student restrooms.
- Doors and door handles (both sides) to toilet stalls in student restrooms.
- Grab bars in student restrooms (handicapped stalls).
- Door handles (both sides) to staff restrooms.
- Toilets in staff restrooms.
- Sinks in staff restrooms.
- Paper towel dispenser in staff restrooms.
- Soap dispensers in staff restrooms.
- Grab bars in staff restrooms.
- All door handles facing hallway.
- Window sills.
- Student tables and chairs in hallway bump-outs.
- Door handles to stair towers and fire exits (both sides).
- Hand railings (both sides) in stair towers.

Collect trash cans from Classroom Wings and Common Areas. Empty trash bags to dumpster. Wipe down insides and outsides of trash cans with disinfectant. Add new bag to the can and return to location for evening Housekeeping Team.

Clean up and organize Maintenance Supply Room and Service Corridor.

Order additional supplies.

Move cones to the sides at the service entrance.

Close and lock double gate to rear play area.

In addition to this documented daily routine, the Dayshift Custodian will also be responsible for:

- Responding to routine calls for service within the school building throughout the day.
- Accepting deliveries and transporting them to the Main Office to be processed.
- Distributing deliveries throughout the school building once they have been properly processed by the Main Office staff.
- Keeping the Maintenance Supply Room (located in the Service Corridor) clean, organized, and fully stocked. Notify the Facilities Manager when supplies are running low.
- Assisting with the setup and cleanup for school events and activities.
- Resolving clogged toilets.
- Checking floor drains and adding clean water if necessary.
- Raising and lowering student desks and tables as needed.
- Maintaining an adequate supply of clean carpets/mats, dry mops, wet mops, etc. Coordinate with vendor for pickup and return.
- Maintaining an adequate supply of maintenance and housekeeping supplies in Maintenance Supply Room and individual Janitor Closets.
- Maintaining an adequate supply of copier paper, keeping copier rooms cleaned, organized and fully stocked. Coordinating the resupply of copier paper as necessary.

- Communicate daily with the Facilities Manager.
- Shovel sidewalks.
- Cut grass and weed.
- Special projects.
- Other duties as assigned.