



West Allegheny School District

FINDLAY TOWNSHIP • NORTH FAYETTE TOWNSHIP • OAKDALE BOROUGH

West Allegheny School District

JOB OPENING

March 24, 2010

POSITION	LOCATION	CLASS	HOURS/SHIFT	LUNCH	BREAKS
Custodian 2	Wilson	I-D	3:00p – 11:30p	7:00p – 7:30p	5:20p-5:30p 9:30p-9:40p

Current Areas of Responsibility: (subject to change upon completion of construction project)

Hallways A,C, G, H. Administrative suite, health suite. Conference room, copy room and hallway. classrooms 27, 23, 31, 25, 26, 30, 36, 48, 50, 51. Faculty room 5, 6, faculty restroom and lunchroom. Foreign language room and instrument storage 31A. General Storage 32 and 37. Boy's and girl's restroom across from gym, pool and gym for events.

Qualifications:

Basic custodial knowledge and ability to:

- Safely lift weight equal to 60 pounds a distance of 30 feet and move various numbers of bags or boxes from a truck or from one area to another.
- Must be able to climb a ladder of 12 feet and safely work from the ladder for such duties as changing ballast or bulbs, etc.
- Must be capable of safely operating floor scrubbing machine, extractor, buffer, etc.
- Must be able to safely operate tractors and lawn cutting equipment.

Daily Assignments:

1. Erase and wash blackboards, clean white boards
2. Empty waste/recycling containers, pencil sharpeners
3. Dust and spot clean as necessary: desks, counter tops and shelves.
4. Dust and wet mop all resilient floors as need. Vacuum and remove spots from all carpets.
5. Open and secure all doors as assigned.
6. Grass cutting as assigned
7. Assist in loading/unloading trucks.
8. Maintain all equipment in clean and operable conditions.

Weekly Assignments:

1. High dust entire area: tops of lockers, clocks, cabinets, blackboards, window frames, etc.
2. Clean all desk and table tops with germicidal cleaner.
3. Wet wipe all countertops and shelving.
4. Clean all floors in your assigned area (mop tile floors, vacuum all carpets).
5. Clean all glass.
6. Replace burned out fluorescent lights.

Other Duties:

1. Assist in set up for special events through the building.
2. Summer cleaning and other duties, as assigned, that are normally attributed to the position of custodian.
3. **Snow removal: When the building is occupied, snow removal supersedes all other job requirements in this description. All custodians will participate in snow removal. Icy or snowy road conditions are to be reported to the supervisor.**
4. Any problems in your building (water leaks, structural problems, hazardous situations, etc.) should be reported to the building principal or your immediate supervisor.)
5. Other duties as assigned which are normally attributed to custodian.

Letters of interest in the above position are to be sent to the office of the Assistant Superintendent for Personnel and Student Support Services Services by 4:00 p.m. on Monday, April 5, 2010.

It is the policy of the District not to discriminate on the basis of race, sex, religion, color, national origin, age or handicap in its educational programs, services, facilities, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964, as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act or any applicable federal statute. The school district shall not discriminate in the operations/functions of the district on the basis of sex, color, national origin, religion, marital status, or handicap. For information regarding this policy, contact Compliance Officer, Director of Pupil Personnel Services, West Allegheny School District, P. O. Box 55, 105 Pine Street, Imperial, PA 15126, 724-695-3422, or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC 20201.