Tunkhannock Area School District
Job Description

Title: Custodian

SUMMARY:
Maintain a clean and orderly school facility and grounds for students, teachers, staff and members of the community in order to protect their health and safety. The custodian must be adaptable to situations that arise during the school day.

REPORTING RELATIONSHIPS:
• Reports directly to the head custodian or Director of Facilities.

TERMS OF EMPLOYMENT:
1. 260 - 262 days or as directed by the Tunkhannock Area School District School Board.
2. Salary & Benefits are as described in the current Collective Bargaining Agreement between the Tunkhannock Area School District and the Tunkhannock Area Educational Support Personnel Association.

EVALUATION:
Performance of this job will be evaluated by the Director of Facilities.

QUALIFICATIONS & PHYSICAL REQUIREMENTS:
To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- High school diploma or GED is required. One year of custodial or maintenance experience is preferred.

- Ability to perform duties safely, utilizing safe techniques and proper attire.

- Ability to read and interpret documents such as chemical use directions, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to individuals and small groups of district employees, students or residents.

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance. Ability to mix/dilute cleaning solutions and other related chemical preparations.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

- Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all department procedures, district requirements and school board policies.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lb. such as salt and bulk furniture. The employee will push/pull items such as tables, bleachers, scrubbing machines, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee will frequently work with toxic or caustic chemicals such as petroleum products, degreasers, sprays and pesticides and be exposed to gases, fumes, dust and environmental allergens. The employee may work in temperatures below 32º and above 100º. There is a risk of getting bitten by insects. The noise level in the work environment is usually moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities, and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

- Clean designated spaces, equipment and materials.
- Empty trash from classrooms into larger containers.
- Clean all top and flat surfaces with disinfectants.
- Empty pencil sharpeners.
- Clean whiteboards.
- Dust mop or vacuum all floors.
- Climb ladders to clean light fixtures.

- Wet-mop all hallway floors that are not carpeted.
- Clean all toilet fixtures and wet-mop floors with disinfectant cleaner.
- Dump trash from larger container into dumpster.
- Perform room and equipment set-up and breakdown for activities and events.
- Perform seasonal athletic fields and general grounds work.
- Perform general labor functions including unloading bulk material from trucks.
- Assist in the maintenance and repair of equipment and facilities including duties such as repairing lockers, hanging pictures and painting.
- Maintain building and grounds security.
- Report building, grounds, and equipment conditions that may need to be remedied or repaired.
- Participate in fire and emergency drills, know emergency procedures and locations, and operation of first aid and fire-fighting equipment.
- Move furniture and equipment as required.
- Assists visitors utilizing the facilities.
- Responsible for the preservation and maintenance of assigned tools and equipment.
- Operate various floor-cleaning equipment, including battery-powered auto-scrubbers/buffers and high/speed/torque propane burnishers.
- Perform snow-removal, both operation of fuel-powered snow removal equipment and manual removal using shovel.
- All other duties as assigned

The Tunkhannock Area School District is an equal opportunity employment, educational and service organization. 11/17/2026