

**PENNSYLVANIA STATE EDUCATION ASSOCIATION**  
**Job Description**

**Job Title:** Custodian

**Reports to:** Facilities Specialist  
Assistant Executive Director of Administrative Services

**FLSA Status:** Non-Exempt

**Level:** One

**Job Definition**

This is manual labor work in the custodial care of Association Headquarters buildings, adjoining properties, and surrounding grounds. Work involves a variety of tasks, normally performed on second shift and/or on the weekends, that are associated with facility cleaning functions and the setting-up of rooms in preparation for meetings, conferences, and board sessions. Employees perform on a daily or planned seasonal basis, the complete scope of cleaning, washing, mopping, dusting, waxing, and polishing of walls, floors, windows, furniture, and fixtures; and removal and/or disposal of all trash and recyclables. Work requires the use of custodial supplies, agents, and cleaning equipment, and occasionally involves the moving and lifting of heavy supplies, boxes, and furniture. Employees are responsible for ensuring that rooms and buildings are properly secured at the conclusion of the work shift.

**Responsibility Summary**

1. Responsible for daily cleaning (sanitizing sinks, mirrors, and toilets) and resupplying of restroom facilities, including cleaning/waxing tile and marble areas as scheduled.
2. Assists in the movement of furniture and equipment within the Association properties in the Harrisburg area.
3. Responsible for cleaning and waxing floor coverings, tile, slate, and marble as scheduled.
4. Responsible for daily vacuuming of carpets and steam cleaning as necessary.
5. Responsible for daily dusting of all furniture, files, and other office furniture and apply wax or polish as necessary.
6. Responsible for daily review of water, coffee/tea, and related supplies on each floor.
7. Responsible for daily wiping and sanitizing of frequently used surfaces such as door handles, elevator, etc.

8. Responsible for daily emptying of all waste containers, bagging all rubbish and recyclable items, and placing in appropriate containers for collection. Wash containers as necessary.
9. Cleans all areas of buildings, both interior and exterior, as assigned.
10. Sets up and rearranges room for meetings. Provides custodial services for meetings, including any conducted outside normal business hours.
11. Responsible for ensuring that custodial equipment is clean and in proper working order.
12. Lifts and/or moves furniture, boxes, and equipment; stores custodial supplies; and performs other associated tasks.
13. Closes and/or locks doors and turns off lights as cleaning is completed on each floor. Assists with the security of the building and its contents. Sets building security system at the conclusion of the shift.
14. Shovels snow, sweeps, and cleans walks, and assists in keeping immediate outside premises and building entrances in presentable and safe condition.
15. Provides necessary custodial support to staff and visitors to Association properties in the Harrisburg area.
16. Performs other duties as assigned by the Facilities Specialist to ensure the orderly operation and cleanliness of the Association properties in the Harrisburg area.
17. Reports needed repairs to the Facilities Specialist and performs minor repairs when requested.

### **Knowledge, Skills, and Abilities**

- Ability to understand and follow oral and written instructions.
- Ability to learn and practice safe equipment operation and care; and materials, methods.
- Ability to exercise care and good judgment in cleaning different types of building surfaces as it relates to the proper use of cleaning equipment, agents, supplies, and materials.
- Ability to follow work routines and work effectively with others in the absence of constant supervision.

- Strong attention to detail, thorough, and conscientious.
- Ability to interact with employees and meeting participants (members) while remaining professional, polite, and courteous.
- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Ability to manually lift and move heavy objects (up to 36 pounds) frequently and repeatedly. Ability to push and pull objects using up to 66 pounds of force.
- Ability to stand for prolonged periods of time.
- Ability to manually transport, lift, and move heavy objects and work under adverse conditions.
- Sufficient physical strength and stamina to perform custodial and room set-up tasks on an on-going basis.

#### **Education, Experience, and Special Requirements**

Successful prior experience in a custodial position is required. Specialized training on general custodial/janitorial maintenance or relevant past work record is preferred. The successful applicant must have a thorough understanding of cleaning products, their proper application as related to label instruction and surfaces to be applied, and be familiar with proper operation and care of equipment. Possession of the requisite abilities and attributes to successfully perform custodial work.

Possession of a valid driver's operating license.

Updated 9/8/21