



AN EQUAL OPPORTUNITY EMPLOYER

Harford County Public Schools

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone 410-588-5238

PERSONNEL VACANCY

PLEASE POST

Custodian I

**POSITION
SUMMARY:**

Performs work required for the routine cleaning, maintenance and upkeep of buildings, grounds, and equipment.

**ESSENTIAL
FUNCTIONS
INCLUDE:**

These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- ▶ Selects appropriate equipment and supplies and sweeps and cleans floors in shops, classrooms, offices, corridors and any other areas assigned in the building.
- ▶ Uses brooms, brushes, mops, power-operated scrubbing machines, vacuum cleaners, buffers, carpet sweepers, liquid floor finishes, dust absorbers, and other custodial equipment and supplies.
- ▶ Collects and disposes of trash, scrap, and garbage.
- ▶ Unloads supplies, delivers to proper storage areas, and positions on shelves or storage racks.
- ▶ Moves furniture, office equipment, and other items or supplies which necessitate the lifting of heavy or bulky articles weighing up to 50 pounds.
- ▶ Maintains lavatories ensuring a clean and sanitary condition.
- ▶ Sweeps, mops, and scrubs floors, walls, and partitions; cleans and deodorizes wash basins and other lavatory equipment.
- ▶ Washes and cleans windows, light fixtures, ventilators, and other items which may require climbing in excess of fifteen feet and/or erecting scaffolding.
- ▶ Cleans and polishes desks, chairs, tables, cabinets, and other office or classroom equipment. Assists cafeteria personnel by lifting cartons or sacks of food or cafeteria supplies.
- ▶ Assists in snow removal by shoveling snow, spreading chemicals, sweeping, or as otherwise directed.
- ▶ Performs lawn and playground maintenance including spreading mulch, mowing, trimming, and weed control.
- ▶ Responds and assists during emergency situations including but not limited to inclement weather assignments, vandalism and emergency repairs.
- ▶ Performs other work-related duties as assigned.

SALARY:

Salary Schedule for Custodian I Shift 1(\$24,032)
Salary Schedule for Custodian I Shift 2 (\$24,864)

REQUIREMENTS:

- ▶ High school diploma or GED preferred, minimum ninth grade education required.
- ▶ Able to read, understand, and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.
- ▶ One year of experience in a custodial, mechanical trade or related area.
- ▶ Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including handling of mops, buckets of material weighing up to 50 pounds, and the ability to climb ladders in excess of 15 feet as well as erect scaffolding, plus utilization of back mounted vacuums.
- ▶ Must be able to assist with lifting and moving heavy objects over 50 pounds, such as teacher desks, file cabinets, and other furniture equipment.

DEADLINE:

Online employment applications will be accepted until the position is filled.

APPLICATIONS:

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Manager of Communications, 410-588-5203.