HARFORD COUNTY PUBLIC SCHOOLS

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone: 410-588-5238
Email: staffmanagement@hcps.org
www.hcps.org

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AN EQUAL OPPORTUNITY

VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

CUSTODIAN I – SHIFT 2
Bel Air Elementary School

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

DUTIES AND RESPONSIBILITIES INCLUDE

These items 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

Grade 1 of the Salary Schedule for AFSCME, Shift 2 ($28,311).

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, preferred.
- 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.
- Individuals appointed to this position may be required to hold and maintain a valid driver's license to carry out the essential functions of the position.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities 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.

DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE