

**WASHINGTON SCHOOL DISTRICT**  
**311 Allison Avenue**  
**Washington, PA 15301**  
**POSTING**  
**September 23, 2025**

**POSITION:** Full-time Custodian – Park School  
10:00pm – 6:30am

**TERM OF EMPLOYMENT:** 260 days per year / 8 hours per day

**AVAILABLE:** ASAP

**HOURLY RATE:** Contractual Rate

**DEADLINE:** Internally: October 2, 2025 (3:00pm)  
Externally: Until position is filled

**MAIN AREAS OF RESPONSIBILITY:**

See Attached "Scope of Work"

**See next page for Qualifications, Performance Responsibilities, Physical and Special Demands and Primary Functions.**

**SUBMIT LETTER OF INTEREST TO:**

Lisa Coffield, Executive Assistant to the Superintendent  
311 Allison Ave.  
Washington, PA 15301  
**OR EMAIL** [lcoffield@prexie.us](mailto:lcoffield@prexie.us)

**The Washington School District is an equal opportunity employer.**

## **CUSTODIAN QUALIFICATIONS, PERFORMANCE RESPONSIBILITIES, PHYSICAL DEMANDS, SPECIAL DEMANDS AND PRIMARY FUNCTIONS:**

### **QUALIFICATIONS:**

1. High School graduate or G.E.D. Equivalent
2. Demonstrate ability to follow instructions

### **PERFORMANCE RESPONSIBILITIES:**

1. Know how to use all types of cleaning products such as disinfectants, waxes/floor finishes, all purpose cleaners, polishes, carpet spotter and shampoos, blow cleaners, etc.
2. Familiarity with and use of all types of janitorial cleaning devices such as dusters, mops, vacuums, scrubbers, polishers, sprayers, automatic floor machines, window washer, etc.
3. Demonstrate measurement techniques when using all types of cleaning/disinfecting chemicals.

### **PHYSICAL DEMANDS:**

1. Stands, walks, climbs stairs and ladders, turns, kneels, stoops, crouches, reaches, pushes, pulls, and lifts vacuums, mops, buckets, carts, dusters, furniture, deliveries and school supplies.
- 2. Lifting from 25 to 70 pounds.**
- 3. Carrying up to 100 pounds.**

### **SPECIAL DEMANDS:**

1. Demonstrate a willingness to perform routine tasks on a continuous basis and perform tasks despite frequent interruptions.
2. The individual must have the ability to perform tasks with consideration for all personnel in the vicinity.
3. Initiative and judgment should be used to maintain the assigned area in a clean and orderly condition.
4. Daily routine is performing standardized tedious tasks under limited supervision.
5. Individual must have the ability to maintain good relations with all other personnel and maintain a neat appearance at all times.

### **PRIMARY FUNCTIONS:**

1. Clean and service assigned areas.
2. Dust and mop rooms, corridors, laboratories, lavatories, stairways, utility rooms, closets, etc.
3. Dust furniture and equipment and arrange in an orderly fashion.
4. Clean windows, sills and blinds.
5. Empty wastebaskets and removes rubbish.
6. Clean and polish desks, sinks, mirrors and similar equipment.
7. Stairway cleaning inside the confines of the stairwell that can be reached from the normal walking surface.
8. Removal of gum and other foreign substances.
9. Cleaning of handrails, coat racks, doors, water fountains, fire extinguishers, etc.
10. Spot cleaning of walls.
11. Scrub, wax and polish hard floor surfaces.
12. Vacuum and shampoo carpeting.
13. Clean interior and exterior windows.
14. Replenish all restroom supplies, as needed.
15. Clean and disinfect shower/locker rooms.
16. Clean all light shades and replace bulbs, as needed.
17. Assist in the removal of snow and ice, as needed.
18. Assist with grounds cleanup, as needed.
19. Assist with the opening and/or closing of the building daily.
20. May be assigned in an emergency to assist a maintenance employee.
21. Conform to all fire and safety regulations.
22. Keep custodial utility room in clean, orderly fashion.
23. Responsible for the proper care, maintenance and storage of the equipment and materials used in their work.
24. Responsible for reporting any defective equipment notices during the performance of their duties to their supervisor.
25. Perform other duties, as may be assigned.

# WASHINGTON SCHOOL DISTRICT

## CUSTODIAL SCOPE OF WORK

### **AREA-PARK SCHOOL FLOOR POSITION**

#### **INCLUDES:**

ALL HALLWAYS-3 LEVELS

GYMNASIUM

BOYS AND GIRLS LOCKEROOMS & GYM TEACHERS OFFICES

2-STAIRWELLS (#2&#3)-UPPER TO MIDDLE

3 ENTRANCES – KINDERGARTEN, MAIN ENTRANCE & FLAGPOLE ENTRANCE

SNOW REMOVAL

ANY OTHER DUTIES OR TASKS ASSIGNED BY THE PRINCIPAL OR CUSTODIAL & MAINTENANCE SUPERVISOR

### **HALLWAYS**

#### **DAILY**

DUST MOP ALL LEVELS

AUTO SCRUB UPPER AND MIDDLE LEVELS

REMOVE SCUFF MARKS

#### **WEEKLY**

AUTO SCRUB LOWER LEVEL

BURNISH ONE LEVEL

DUST LOCKER TOPS

### **GYMNASIUM**

#### **DAILY**

DUST FLOOR

SPOT MOP

REMOVE TRASH

#### **WEEKLY**

AUTO SCRUB OR DAMP MOP FLOOR

CLEAN BLEACHERS

## **LOCKEROOMS**

### **DAILY**

SWEEP OR DUST MOP FLOOR  
DAMP MOP FLOOR  
DISINFECT BENCHES

## **LOCKEROOM RESTROOMS**

### **DAILY**

(SEE RESTROOM CLEANING PROCEDURES)

### **DURING BASKETBALL AND VOLLEYBALL**

### **DAILY**

DUST MOP FLOOR  
AUTO SCRUB FLOOR WITH PROPER CLEARER TO HELP MAINTAIN A SLIP  
RESISTANT FLOOR  
LEAVE A DUST MOP FOR COACHES TO SUE BETWEEN PRACTICES

## **STAIRWELLS**

### **DAILY**

SWEEP STAIRS AND LANDINGS  
SPOT MOP

### **WEEKLY**

DAMP MOP STAIRS AND LANDINGS  
DISINFECT HAND RAILS

## **MAIN ENTRANCE WAYS**

### **DAILY**

DUST MOP FLOOR  
SPOT MOP  
REMOE TRASH  
VAC MATS  
CLEAN DOOR GLASS  
DISINFECT HANDLES