

**BRISTOL BOROUGH SCHOOL DISTRICT
BRISTOL, PA 19007**



POSITION: CUSTODIAN/LIGHT MAINTENANCE

COMMENCING: Immediately

DUTIES: See Attached Job Description

Application Deadline: When position is filled.

Send letter of interest to:

Jennifer Moyer, *Administrative Assistant to Superintendent*
Bristol Borough School District
1776 Farragut Avenue
Bristol, PA 19007

These duties represent the major duties; however, there may be other duties assigned. Employee will be required to follow any other job-related instructions and perform any other job-related duties requested by their supervisor. The school district reserves the right not to fill the position for any reason.

The Bristol Borough School District is an equal opportunity educational institution and will not discriminate on the basis race, color, age, religious creed, gender, ancestry national origin, veteran's status, or non-job related handicap or disability (except where any of these constitutes a bona fide occupational qualification) in its activities, programs, or employment and promotion practices as required by State and Federal laws. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed. In accordance with State and Federal law, reasonable accommodations will be considered upon the employee's request. For information, contact Jennifer Moyer, Administrative Assistant to the Superintendent.

Attachment: Job Description
Posted: April 12, 2024

JOB DESCRIPTION
BRISTOL BOROUGH SCHOOL DISTRICT
1776 Farragut Ave, Bristol, PA 19007
CUSTODIAN / LIGHT MAINTENANCE

DEFINITION

Under the supervision of the Facilities Director, Maintains assigned buildings, group of buildings, including office space clean, orderly and secure during assigned shift; and other related duties as required.

EXAMPLES OF DUTIES / ESSENTIAL FUNCTIONS

- Cleans Restrooms, Locker Rooms, Classrooms and Common Areas.
- Vacuums, sweeps and mops floors.
- Empties and cleans waste receptacles.
- Set up and prepare rooms for special events and needs.
- Pick up paper and other debris from grounds and buildings.
- Operate a variety of district vehicles and equipment.
- Assure security of buildings and grounds during assigned work times.
- May make minor repairs / replacement of electrical fixtures, plugs and lighting components.
- Will be required to be on call, work weekends, and night work.
- May perform heavy manual labor with the ability to lift up to 75lbs.
- Occasional bending, kneeling and crouching.
- Climbing ladders and working from various heights as necessary.

ABILITY TO:

- Understand and follow oral and written instructions.
- Establish and maintain cooperation and effective relationships with others.
- Complete work with many interruptions.
- Maintain tools and equipment in clean working order.
- Meet schedules and timelines.
- Changing light bulbs while on a ladder.
- Removing, cutting, and installing ceiling tiles.

- General knowledge of carpentry tools.
- Be able to read a tape measure.
- Prior work experiences with contractors in the trades a plus.
- Perform other duties as required to accomplish the objective of this position.
- Excellent work record including demonstrated dependability and ability to establish and maintain effective relations with other employees, students and the public.

MINIMUM QUALIFICATIONS

- Education – High School Diploma or Equivalent.
- Experience – One year of work in Custodial Field and prior work experience with a Tradesman a plus.