Event Custodians
As Needed

JOB SUMMARY
When a group is using one of our facilities during non-regular hours, there needs to be a representative of the school district on hand to assure that they have the best experience possible while in our facilities, and to also look out for the interests of the District. This position involves preparing for an event, caring for custodial needs during the event, and cleaning up afterwards.

PRIMARY DUTIES AND RESPONSIBILITIES
Getting Ready: Review information sheet describing the event, what items are needed, and who will be the contact person. Check all rest rooms, make sure they are ready for use, paper is stocked, etc. Make sure that any needed equipment (chairs, tables, etc.) is out and ready to be set up. Assist in setting up the rooms as necessary. During the Event: Inspect rest rooms, clean up any messes, and refill paper supplies. Clean up messes as soon as possible. Report any behavior problems to the event sponsor immediately. After the Event: Sweep and mop the floors. Clean, sweep and mop rest rooms. Assure the building is ready for school.

QUALIFICATIONS
Experience in custodial work preferred. High School Diploma necessary. Knowledge and understanding of various cleaning chemicals is necessary. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code, criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code), FBI Criminal History Record and a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

APPLICATION DEADLINE: Ongoing Opening

Send Letter of interest, application, and resume, to: Human Resources, Northeastern School District, 41 Harding Street, Manchester, PA 17345. Do not staple packets. Classified applications are located on our webpage under Our District, Employment.

It is the policy of Northeastern School District not to discriminate on the basis of race, color, national origin, sex, employment practices, as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance with any of these statutes may be directed to the Superintendent, Compliance Director, Northeastern School District, Administrative Center, 41 Harding Street, Manchester, PA 17345, 717-266-3667.