



HELEN THACKSTON CHARTER SCHOOL

SCHOOL OF HOMELAND SECURITY

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625 E. PHILADELPHIA STREET
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Assistant Principal

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Administrative Assistant

Mr. Oscar Rossum

Assistant Business Manager

Ms. Megan Kirszenbaum

Office Manager

Ms. Linda Albright

Office Clerk

Ms. Chivonne ShockleyMoore

Bilingual Receptionist

Ms. Mariluz Velez

Job Title: Part Time Custodian
Reports to: School Administration
Qualifications: High School Diploma

Successful candidate must complete the following background checks:

- **FBI Clearance** <http://ww.pa.cogentid.com>
- **Pennsylvania State Police Request for Criminal Record Check**
<https://epatch.state.pa.us/Home.jsp>
- **Child Abuse Clearance** <https://www.compass.state.pa.us/CWIS>

Requirement: High School Diploma or equivalent. Current valid driver's license

Salary Range: \$11.50

Job Summary:

Perform duties necessary to the care, protection and preservation of building and grounds in his or her charge. The health, safety and welfare of the occupants are entrusted to his or her care, therefore, high standards in regards to cleanliness, sanitation, orderliness and safety must be maintained.

Primary Duties and Responsibilities:

1. Vacuum, sweep, mop and dust entire school area
2. Empty trash
3. Clean restrooms
4. Perform minor building repair and paint as needed
5. Change light bulbs
6. Comply with all applicable laws/regulations, as well as company policies/procedures
7. Perform other duties as required

Qualifications:

- Must be professional in interaction with vendors and staff
- Good organizational skills
- Basic verbal and written communication skills
- Ability to bend, twist, squat and pull/push custodial equipment throughout shift

POSTING THURSDAY, OCTOBER 12 – THURSDAY, OCTOBER 19, 2017