



1. JOB VACANCY ANNOUNCEMENT	
TO:	All eligible and interest parties
DATE:	August 20, 2025
JOB TITLE/STATUS/LOCATION	Custodian
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm
PAY RATE:	\$16.95 per hour
DEADLINE TO APPLY:	Until filled

REPORTS TO: Foreman

PURPOSE FOR THE POSITION: To support the mission of providing a decent, safe, and sanitary environment for all residents and employees.

GENERAL JOB DESCRIPTION: This is an entry level position into the maintenance operation of the Authority. Duties are of a general cleaning and sanitation nature to the building and grounds.

MAJOR DUTIES AND RESPONSIBILITIES:

Empties trash

Cuts grass in warm months and removes snow in winter months

Washes and waxes floors, furniture and fixtures.

Cleans lavatories and replenishes supplies.

Unclogs simple blockages of sinks and toilets.

ANCILLARY DUTIES:

Assist maintenance personnel who are doing complex repairs.

Disassemble, clean and reassemble stoves and refrigerators.

Perform simple repairs such as those found in any residence.

Other duties as assigned.

[For a detailed overview of the various maintenance functions and position required the corresponding skill, see the functional analysis matrix.]

KEY COMPETENCIES:

Possess a valid Pennsylvania Driver's License.

Capable of lifting at least 50 pounds.

Ability to understand and take direction in English.