



## **PART-TIME CUSTODIAN** **24 HOURS/WEEK**

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The Pittsburgh Theological Seminary, located on North Highland Avenue in East Liberty, is seeking a part-time Custodian to perform a variety of duties relating to the maintenance of the Seminary's buildings, grounds, and equipment.

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### **Basic Qualifications**

**Education/Training:** A high school diploma or equivalent preferred.

**Skill(s):** Basic reading and writing skills; ability to lift objects weighing 50 lbs.; visual and auditory skills.

**Experience:** Experience refinishing hard surface floors and basic carpet care preferred.

### **General Responsibilities**

Responsible for adhering to the mission; performing a variety of duties relating to the maintenance of the Seminary's buildings, grounds, and equipment; coordinating work within the unit or department, as well as with other units and departments; reporting pertinent information to the immediate supervisor; responding to inquiries and requests for information.

### **Essential Duties**

1. Supports the mission of the Pittsburgh Theological Seminary which is a caring and ecumenical community seeking to prepare men and women for pastoral ministry and Christian lay leadership in all phases of the Church's outreach.
2. Performs a variety of duties to maintain the Seminary's buildings, grounds, and equipment in a clean and orderly condition including, but not limited to, the following:
  - a. Unlocks and prepares building for daily activities.
  - b. Sweeps, mops, waxes and scrubs classrooms, offices, lobbies, stairways, elevators, locker rooms, hallways and other work areas; vacuums carpets; cleans windows, draperies, door panels, furniture, and equipment; washes walls, ceilings, lighting fixtures, and woodwork; cleans and checks rest rooms daily; dusts as required; polishes metalwork.



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**Essential Duties continued**

- c. Empties wastebaskets of trash and transports containers, including central containers of recyclables, and other trash to proper “dumpster” in disposal area.
  - d. Waxes and buffs floors in hallways as needed.
  - e. Sets up tables and chairs for meetings in classrooms or other meeting rooms as required.
  - f. Prepares overnight guestrooms and apartments for occupancy as needed.
  - g. Prepares the residence hall and apartments for tenant occupancy as needed.
  - h. Assists others as needed, i.e., lifting heavy items, etc.
  - i. Responds promptly to requests from faculty, staff and students for appropriate custodial services in assigned area, or if unable, refers request to supervisor.
  - j. Cleans exterior grounds of debris as necessary; mows the lawns, trims shrubbery, and shovels snow as required.
  - k. Delivers or picks up various items or merchandise as directed.
  - l. Informs immediate supervisor of any repairs needed.
3. Coordinates specific work tasks with other personnel within the unit or department as well as with other units and departments in order to ensure the smooth and efficient flow of information.
  4. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place.
  5. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness.



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### **Essential Duties continued**

6. Reports pertinent information to the immediate supervisor as requested, or according to an established schedule.
7. Responds to inquiries relating to his/her particular area, or to requests from students, other personnel, etc., within given time frames and within established policy.

### **Ancillary Duties**

1. Washes walls and cleans carpets primarily during summer recess for students.
2. Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or re-designed depending upon individual circumstances.

### **Equipment/Machines**

1. Telephone
2. Motor vehicle
3. Snow blower
4. Miscellaneous cleaning equipment, i.e., mop, vacuum cleaner, etc.
5. Floor scrubbers and buffers
6. Carpet extractors

### **Job Location**

616 North Highland Avenue, Pittsburgh, PA 15206

### **To Apply**

Please send resume and letter of interest to [kmcmahon@pts.edu](mailto:kmcmahon@pts.edu).