



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: [staffmanagement@hcps.org](mailto:staffmanagement@hcps.org)

[www.hcps.org](http://www.hcps.org)

September 28, 2023

AN EQUAL OPPORTUNITY  
EMPLOYER

### VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

### Regional Custodian Substitute – Central Region Multiple Vacancies

Performs work required for the routine cleaning, maintenance and upkeep of buildings, grounds, and equipment.

#### DUTIES AND RESPONSIBILITIES INCLUDE

*These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Selects appropriate equipment and supplies and sweeps and cleans floors in shops, classrooms, offices, corridors, and any other areas assigned in the building.
- Uses brooms, brushes, mops, power-operated scrubbing machines, vacuum cleaners, buffers, carpet sweepers, liquid floor finishes, dust absorbers, and other custodial equipment and supplies.
- Collects and disposes of trash, scrap, and garbage.
- Unloads supplies, delivers to proper storage areas, and positions on shelves or storage racks.
- Moves furniture, office equipment, and other items or supplies which necessitate the lifting of heavy or bulky articles weighing up to 50 pounds.
- Maintains lavatories ensuring a clean and sanitary condition.
- Sweeps, mops, and scrubs floors, walls, and partitions; cleans and deodorizes wash basins and other lavatory equipment.
- Washes and cleans windows, light fixtures, ventilators, and other items which may require climbing in excess of fifteen feet and/or erecting scaffolding.
- Cleans and polishes desks, chairs, tables, cabinets, and other office or classroom equipment.
- Assists cafeteria personnel by lifting cartons or sacks of food or cafeteria supplies.
- Assists in snow removal by shoveling snow, spreading chemicals, sweeping, or as otherwise directed.
- Performs lawn and playground maintenance including spreading mulch, mowing, trimming, and weed control.
- Responds and assists during emergency situations including but not limited to inclement weather assignments, vandalism, and emergency repairs.
- Performs other work-related duties as assigned.

#### ADDITIONAL INFORMATION

- This position will serve the schools within the Central Region
- The substitute will work up to 20 hours per week, afternoon/evening shift.
- Schedule and locations will be determined by the assigned Custodial Services Coordinator on a daily/weekly basis.
  - Bel Air High, C. Milton Wright High, Bel Air Middle, Southampton Middle, Bel Air Elementary, Fountain Green Middle, Hickory Elementary, Homestead Wakefield Elementary, Prospect Mill Elementary, Ring Factory Elementary, Harford Academy, A.A Roberty Building, Forest Hill Annex

#### SALARY

\$15.84 per hour, non benefited

## REQUIREMENTS

- High school diploma or GED preferred.
- Minimum ninth grade education required (If high school diploma is not presented, testing will be conducted to assess ability to read, understand, and apply written instructions, including work procedures, product labels, material safety data sheets and equipment instruction manuals.
- One year of experience in a custodial, mechanical trade or related area, preferred.
- Physically able to perform the essential functions, with or without reasonable accommodations, of the everyday responsibilities including handling wet and dry mop heads, buckets of material weighing up to 50 pounds, and the ability to climb ladders in excess of 15 feet as well as ability to access lifts, scaffolding, man lifts, pallet jacks, boom equipment and use back mounted equipment. Various lifts, tools and mechanical means of assistance should be employed for lifting heavier supplies, equipment, and material.
- Individuals appointed to this position may be required to hold and maintain a valid driver's license to carry out the essential functions of the position.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools: Involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at [\[410\] 375-0408](tel:4103750408) or [Kenneth.Miller@hcps.org](mailto:Kenneth.Miller@hcps.org); Involving all other members of the school community, refer to: Renee McGlothlin, 102 South Hickory Avenue, Bel Air, MD 21014 at [\[410\] 809-6087](tel:4108096087) or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Discrimination complaints may also be filed with other agencies, such as the Office of Civil Rights in the United States Department of Education. Assistant Secretary for the Office of Civil Rights: 400 Maryland Avenue, SW, Washington, D.C. 20202, 1-800-421-3481. For updated information on the Board of Education, visit [www.hcps.org](http://www.hcps.org).

**AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE**