



Position vacancy announcement

Title: Custodian

Reports to: Facilities Manager and Principal

Anticipated start date: March 16, 2026

Location: PCS West

About our school

Provident Charter School (PCS) West in Baden, PA, is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. This second location of Provident Charter School opened in August 2023 and has students enrolled in grades 1-6 from Beaver County and surrounding areas. Over the next four years this school will increase capacity to serve over 360 students in Grades 1-8.

PCS has another location in Troy Hill, on the North Side of Pittsburgh, that opened at the start of the 2016-2017 school year.

The listed position is for the West location.

Job Goal

The Custodian performs daily custodial and preventive cleaning duties to ensure a clean, safe, and orderly school environment that supports students, staff, and visitors.

Qualifications

1. High school diploma or GED.
2. Knowledge of custodial practices, safety procedures, and equipment is preferred.
3. Ability to secure all relevant and necessary clearances.
4. Position requires standing, walking, bending, lifting (50 pounds), and performing repetitive physical tasks throughout the workday.

Professional Responsibilities:

The Custodian will perform a wide range of custodial duties, including but not limited to:

General Cleaning and Building Care

- Maintain a clean cafeteria during three lunch periods daily; including wiping all tables, removing garbage, cleaning cafe bathroom and mopping floors daily after last lunch.
- Sweep, mop, vacuum, dust, and scrub floors and surfaces throughout the school.
- Clean and disinfect classrooms, offices, bathrooms, common areas, cafeteria, gym, nurse's office, stairwells, hallways, and entryways daily.
- Clean and disinfect high-traffic areas throughout the day, including handrails, door glass, water fountains, and water dispensers.
- Clean stairwells and steps using backpack vacuums.
- Maintain cleanliness in the entryways.

- Address vandalism or graffiti inside the building.

Supplies and Equipment

- Stock and monitor cleaning supplies.
- Check, refill, and replace hand sanitizer stations and bathroom scent dispensers.
- Replace water jugs in the main office as needed.
- Transport supplies, including printer paper boxes, to designated areas.

Trash and Waste Management

- Empty cafeteria, hallway, classroom, and office trash and recycling containers as needed.
- Ensure proper disposal of waste materials.

Furniture, Events, and Special Assignments

- Move, arrange, and build furniture and equipment for daily use and special events.
- Set up and break down tables, chairs, and equipment for school activities and events.

Additional Maintenance Tasks

- Assist with construction and repair tasks.
- Paint, patch, and touch up the walls as needed.
- Assist with landscaping tasks.

Additional Responsibilities

- Other responsibilities as assigned by the Facilities Manager or CEO.

Terms of Employment: Twelve (12) month position, Monday through Friday, 8:00am - 4:00pm

Evaluation: Performance of this job will be evaluated by the Facilities Manager and Principal of PCS West

Compensation and benefits

- Starting salary \$43,000 (commensurate with experience)
- Off all school holidays and breaks
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, life insurance benefits.
- Significant employer contribution toward health insurance.

How to Apply

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Human Resources Manager, at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.