

FRANKLIN TOWNE CHARTER HIGH SCHOOL

5301 Tacony Street * Box 310 * Philadelphia, PA 19137-2308 * (215)-289-5000 * Fax: (215) 535-8910

Facilities/Custodial Position for the 2021-2022 School Year

Franklin Towne Charter is seeking a full time Facilities/Custodial Team Member maintains the school building and grounds, and ultimately operational excellence.

Duties and Responsibilities

Ability to read chemical labels and material safety data sheets (MSDS).

Ability to read instructions and manuals and follow directions.

Assist with maintenance of internal and external building and grounds under the direction of the Facilities and Maintenance Manager, including but not limited to, cleaning, stocking, trash removal, and other facilities related tasks.

Communicate effectively with all team members and staff.

React to change productively, be adaptable with workflow, and handle other tasks as assigned.

Appropriately operate all equipment and machinery as necessary.

Maintain a high standard of safety, cleanliness, and efficiency in all projects.

Move equipment and materials as needed.

Adhere to all school health and safety policies.

Other duties as assigned by the Facilities and Maintenance Manager and/or Leadership team.

Physical Requirements/Environmental Conditions:

Requires prolonged sitting or standing.

Requires physical exertion to manually move, lift, carry, pull, or push heavy objects up to 50 lbs.

Requires stooping, kneeling, crawling, bending, turning, and reaching.

Must work indoors and outdoors year-round, in noisy and crowded environments.

Must work in and around dust, fumes, and odors.

Minimum Job Requirements

- High School Diploma required; no previous experience required.
- Candidates must provide required clearances. This includes the Act 34 (State Criminal Clearance), Act 151 (Child Abuse) and Act 114 (FBI Clearance). All Clearances must be within six months of application date. They must also provide the results of a required TB test dated within the last year.

Hours

- Monday – Friday 7:00 am – 4:00 pm (shift schedule TBD)
- Total hours each week: 40 hours per week

Contact

Interested individuals should send an email to set up an in person interview to the following address: Careers@franklintowne.org

INSTRUCTIONS FOR OBTAINING CLEARANCES

DOCUMENTS REQUIRED BY COMMONWEALTH OF PA

- **PA CHILD ABUSE HISTORY CLEARANCE APPLICATION**
 - Website is <https://www.compass.state.pa.us/cwis/public/home>
 - Create an account with the Child Welfare Portal.
 - Credit or Debit card required, fee is \$13.00.
 - Complete online application. Print out the page with the e-Clearance ID and transaction ID.
 - Clearance will be emailed and/or mailed to you. We suggest you request both the electronic and paper forms of the clearance. Once received, return to the Business Office.

- **CRIMINAL RECORD CHECK APPLICATION**
 - Website is <https://epatch.state.pa.us>
 - Credit or Debit card required, fee is \$22.00.
 - Print out the final Criminal Record—be sure to click through to the copy that shows the seal.
 - Print out the Criminal Record clearance results and return to the Business Office.

- **FINGERPRINT SERVICES FOR PA**
 - Must register on website <https://uenroll.identogo.com>
 - Enter Service Code: 1KG6XN
 - Credit or Debit card required, fee is \$23.85. Payment at time of service.
 - Complete the registration form online.
 - **IMPORTANT: YOU MUST PRINT OUT YOUR REGISTRATION CONFIRMATION. THIS WILL HAVE A "UE ID" NUMBER THAT YOU MUST TAKE WITH YOU TO GET FINGERPRINTED. MAKE A SECOND COPY OF THE REGISTRATION FORM AND RETURN TO BUSINESS OFFICE. (The Business Office will need this number to pull the official report once you have been fingerprinted.)**
 - Website lists all fingerprint locations. Enter your zip code to find a convenient location near you. Take your photo id and registration with you when you go.