**Job Description**

**Position: Custodian (Full-time and Part-time)**

**Reports To: Principal, Building Maintenance Supervisor, Maintenance and Custodian Supervisor**

**Qualifications**

* Experience with school custodial services or the equivalent in custodial services in other institutions and/or firms.
* Proficient knowledge of cleaning equipment and agents.
* Ability to work with minimal supervision.
* Physically agile and dexterous.
* Available to work after hours.
* Excellent Organizational skills.
* Proficient knowledge of basic maintenance repairs.

**Job Goal**

* To maintain the school facilities in a condition of operating excellence, cleanliness, and safety, so that the full educational use of them may be made at all times.
* To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

**Responsibilities**

* Assumes responsibility for the opening and closing of the building each school day and determining, before leaving, that all doors and windows are secured, and all necessary lighting has been turned off.
* Raises the United States flag at or before 8:00 am, and lower it at or after 3:30 pm each school day
* Maintain standards of building and site cleanliness to provide a healthy, safe, and attractive environment.
* Always follow recommended and established cleaning procedures/policies.
* Carry out scheduled cleaning duties and preventative maintenance on all building equipment.
* Perform basic cleaning and maintenance duties such as, scrubbing and disinfecting toilets, sanitary fixtures, and drinking fountains daily; collecting rubbish throughout the school grounds and disposing of appropriately; keeping all floors clean and in a good state of preservation; sweeping classrooms and dusting furniture; regulating ventilation, heat, and air conditioning to provide appropriate temperatures; etc.
* Maintain school grounds through yard-keeping chores including, but not limited to grass cutting and tree trimming, and shoveling/plowing sidewalks, driveways, parking areas, steps, and play areas.
* Makes such minor building repairs, as he/she is capable.
* Reports major repairs needed promptly to the principal.
* Wash all windows both inside and out at least twice per year, or more often as necessary.
* Be available to assist in other areas and other custodians as needed.
* Assist with building security by making routine facility checks.
* Assist visitor and building groups as needed.
* Remain on the premises during school hours and be available if/when the principal requires your attendance outside of school hours.
* Be able to lift 50 pounds in daily performance, and an occasional 50-70 pounds.
* Understand that an occasional need will arise to work a split shift or on a weekend.
* Be available for weekend building checks and emergency calls as needed.
* Performs all other duties as assigned.