

Custodian

Job Title: Custodian

Department: Facilities

Reports to: Custodial Supervisor, Mr. Scott Mann

FLSA Status: Non-Exempt, hourly

PDS Status: Staff, 12 months, Full-time, Benefited

Custodians at Providence Day School are to maintain and provide a clean campus.

Duties include the following:

- Sweep, mop and vacuum floors
- Remove trash and recyclables (inside and outside)
- Restock empty soap, hand sanitizer and paper towel dispensers (in classrooms and restrooms)
- Clean windows and window sills (dust)
- Clean restrooms (toilets, sinks, faucets, water fountains)
- Ensure classrooms and offices are maintained and fully equipped
- Complete non-routine cleaning according to specified job orders
- Occasionally assist with campus event setups

A driving record search and a criminal background check are mandatory. Work hours are weekdays from 3:30pm – 12:00am with flexibility to work overtime.

Physical Requirements: The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by background and experience. A full benefits package includes TIAA retirement and medical/dental coverage. Employees are also eligible for paid time off.

Application Process: Applicants should submit a cover letter of interest, current resume, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.Custodian@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).