



## Job Description for School Custodian

Title: School Custodian	Reports to: Director of Security & Plant Operations
Schedule: 4pm-9pm; Monday-Friday (part-time)	Status: Non-Exempt

The school custodian works to ensure that all types of buildings are neat, clean, free from clutter and safe.

### Minimum Requirements:

- Ability to lift 10-50 lbs
- Ability to spend most of the work schedule on their feet
- Proven experience as custodian, janitor or a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances like floor buffers, industrial floor washers, and industrial vacuums
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic minor repair practices
- Attention to detail and conscientiousness

### Essential Functions/Duties:

- Ability to demonstrate flexibility to handle unplanned cleaning tasks that come up and/or changes in cleaning priorities
- Communicate in a friendly and professional manner with colleagues and community members
- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors
- Vacuum carpets
- Wash and sanitize toilets and sinks and restock disposables (e.g. soap, paper towels)
- Wipe mirrors and windows
- Report any damages to maintenance team via email
- Secure facilities after operating hours by locking doors, closing windows and setting alarm
- Ability to have a flex schedule to prepare for school-wide after school events such as Back to School Night, Open House, etc.
- Other duties as assigned by the Director of Security & Plant Operations or Head of School