

Position: Custodian

Reporting Line: Reports directly to the Facilities Manager

School Summary

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

Mission

Inspiring independent thinkers, principled leaders, and humble learners.

Vision

All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with a purpose, direction, commitment, and success.

Position Summary

The successful candidate will be responsible for the daily custodial duties of the school campus. This is a 12-month, hourly position.

Essential Duties and Responsibilities

The Custodian will:

1. Keep buildings and property in a clean and orderly condition, remove furniture, and replace lights.
2. Cleaning responsibilities include dusting, vacuuming, powerwashing, mopping, cleaning bathrooms, etc.
3. Keep work and storage rooms, garage/shed, tools, and supplies inventoried, organized, and clean.
4. Daily garbage collection.
5. Keep sidewalks and parking lots free of trash/debris.

6. Help with event set ups and breakdowns.
7. Assist with summer projects.
8. Document all completed work and tasks performed.
9. Follow departmental policies and procedures.
10. Communicate clearly and effectively with the maintenance team, supervisors, and the school community.
11. Maintain a safety-first mentality.
12. Be knowledgeable and adhere to pertinent laws and ordinances.
13. Maintain positive relationships and work collaboratively with outside vendors and services.
14. Maintain regular attendance in accordance with expectations noted in the Faculty/Staff Handbook.
15. Perform other duties as assigned

PERSONAL QUALITIES AND PHYSICAL EXPECTATIONS:

- Ability to read, write and communicate effectively.
- Ability to perform work while standing, sitting, and/or walking, potentially for extended periods.
- Ability to perform work while bending, squatting, crawling, climbing, and/or reaching.
- Ability to lift, carry, push or pull light to moderate weight. (50 pounds)

EDUCATION AND EXPERIENCE

- A high school diploma or equivalent is required.
- Minimum three (3) years experience in school maintenance or a similar position.
- A valid Florida driver's license is required. (CDL is not required.)
- Ability to provide 3 prior work references regarding work in custodial or a related field.

Assume other responsibilities as requested to do so by the Head of School, including but not limited to the work assigned in carrying out the Strategic Plan.

Please send a resume and cover letter to HR@allsaintsacademy.com.

All full-time ASA Employees enjoy paid holidays at Thanksgiving (one week), Christmas Break (2 weeks), Spring Break (one week), Easter and Fall Break (two days each), 4th of

COLLEGE PREP.

All Saints

ACADEMY

LIFE PREP.

July Break (one week) in addition to paid holidays like Labor Day, Memorial Day, President's Day, Martin Luther King, Jr. Day, etc. Two weeks of paid vacation are available after one year of employment.

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info@allsaintsacademy.com

ALLSAINTSACADEMY.COM

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