

JOB TITLE: **CUSTODIAN**

SUPERVISOR: Director of Campus Operations

JOB SUMMARY: Cleaning of the buildings includes sweeping, mopping, waxing and polishing floors, cleaning restrooms and picking up debris.

JOB DUTIES: While each building might require its own schedule and details of operation, the cleaning of buildings will include the following:

1. Sweeping rooms, halls, entrances, stairways, porches and patios.
2. Wet mopping or vacuuming halls, stairways and restrooms.
3. Taking trash to dumpster.
4. Cleaning drinking fountains and glass doors.
5. Checking for supplies (toilet tissue, towels, and soap).
6. Cleaning restrooms (commodes and floors) with disinfectant.
7. Picking up trash in patios, on porches and in areas near the building.
8. Waxing and polishing floors.
9. Performing duties assigned by the respective principal, maintenance supervisor, or president.
10. Other duties as assigned.

Summer Detail: During the summer, custodians will do special cleaning including:

1. Sweeping, mopping and waxing floors.
2. Shampooing carpets.
3. Cleaning Windows.
4. Painting

JOB REQUIREMENTS:

Education: Must be able to follow written and oral instructions

Experience: Minimum six months experience in custodial work

Knowledge: Basic knowledge of cleaning and maintaining an orderly building

Working Conditions: Indoors and working within a set schedule and at times, following a varied schedule or responding to unforeseen needs