

## **Job Vacancy**

**Title/Position:** Full-time Custodian

**Start Date:** Immediately

**Job Description:** See Below

**Qualifications:** See Below

**Terms of Employment:**

Year Round

**Reports to:** Maintenance Director/Head Custodian

**Application Timeline and Process:**

Please submit an application to Central Office

## **Custodian Job Description**

The Custodian Worker maintains the cleanliness and good repair in the areas of the school building assigned. (See full description below)

### **Qualifications:**

- High School Diploma or Graduation equivalent
- Ability to read basic operating instructions
- Excellent work habits and attendance record

**Terms of Employment:** 8 hours/day Year Round Full Time

**Reports to:** Maintenance Director

**Physical Ability:** While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, crouch or crawl, talk, see and hear. The employee must occasionally lift and/or move up to 10 pounds.

### **JOB RESPONSIBILITIES/DUTIES**

- Clean and supervise the cleaning of building including classrooms, hallways, cafeteria, gymnasium, media center, locker rooms, auditoriums, lobbies, lounges, corridors, elevators, stairways, storage areas and other workspaces.
- Assist with staff or outside groups using the building for programs, special events or assemblies. Perform set up and tear down of tables, chairs, and audiovisual equipment; assist with training users on equipment as needed; and troubleshoot equipment problems. May lock/unlock areas for access for building use and events.
- Perform minor maintenance repairs and building/facility modifications such as repairing, moving or assembling furniture; repairing custodial equipment; touch up or cover up painting; hanging teaching aids, etc. Submit maintenance request for repairs and modification requests.
- Perform other duties as assigned.