

JOB DESCRIPTION

**Title:**     *Part - time Custodian*

**Competencies:**

Excellent customer service skills;  
Must be capable of working in an environment in which demands and priorities change rapidly;  
Must be self-motivated, aware of surroundings and detail oriented;  
Demonstrated ability to function effectively in a diverse school community;  
Demonstrated aptitude or competence for key duties;  
Ability to work cooperatively with other members of the school staff under the direction of the school principal;  
Ability to keep necessary records;  
Ability to maintain a neat personal appearance and a friendly, cooperative attitude with school personnel, students, PTO and the general public  
Ability to fulfill all other duties as outlined  
Required criminal background check and proof of US citizenship or legal alien status;  
Ability to work on site during the hours required;  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

**Responsible to:**     Chief School Administrator

**Primary Function:**     Assignments as needed regarding building maintenance

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Ensure safety and functionality of the cafeteria prior to use by the Nutrition Department by setting up tables, chairs and trash receptacles. Clean bars on each table daily and during summer schedule wheel tables outside and pressure wash to deep clean. Check cafeteria throughout the lunch period to remove trash; breaking down tables and chairs; sweeping and scrubbing floors; and cleaning walls and windows within the cafeteria.
- Lock and unlock doors as instructed by the school staff. Provide safe access to building daily, including ensuring snow and ice are removed.
- Must have strength and ability for operating some types of equipment such as vacuum, floor buffers, lifting and emptying trash cans, bending over to clean bathroom facilities, cleaning tables; working on a ladder for such tasks as changing light bulbs and cleaning windows.
- Perform cleaning and monitor the restrooms by replacing consumable items throughout the day to ensure health and safety standards are upheld and clean assigned area. Ensure that the school is neat, clean and free from clutter and safe. Submit list of needed cleaning supplies to Supervisor/Assistant Supervisor of Custodial Services.
- Make minor repairs to the building.
- Report to Principal any needed major repairs and/or safety concerns.
- Assist physically/sensory challenged children and/or adults as needed and/or requested.
- Must have sufficient strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50-75 pounds.
- Must be able to maintain prolonged standing/walking as shift allows.

**Terms:**     School days, 7:00 a.m. to 12:00 p.m. \$11:00 per hour.

**Evaluation:**     Performance of this job will be evaluated.