

NEW SUMMIT CHARTER ACADEMY



Job Title: Custodian

Reports to: Dean of School

Salaried or Hourly: Hourly

FSLA Status: Non-Exempt

Annual Days: Varies

Starting Pay: \$12.00 per hour

SUMMARY: Responsible for the cleanliness, health, safety and the security of the school building.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions, responsibilities, are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequencies, and percentages may vary depending upon building assignments and other factors. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use of School specified products are required.

- Vacuum all carpeted areas.
- Break down all cardboard boxes, empty every garbage can, change out liners if necessary, and place it in the dumpsters.
- Detail/clean restrooms/locker rooms. Clean/sanitize toilets, sinks, partitions and floors, clean mirrors, sanitize all dispensers and restock all supplies.
- Empty pencil sharpeners and pick-up large items (pencils, crayons, water bottles, trash etc) off the floor.
- Clean chalk/white boards and their trays (erase the boards, spray with cleaner and then wipe them with a rag).
- Clean/disinfect and polish classroom sinks.
- Sweep and wet mop all tile floors.
- Check/repair lights, sinks and toilets as needed.
- Secure the building before leaving (check that all doors/windows are locked and secure, then set the building alarm).
- Clean and disinfect desks weekly.
- Dust (TV's, computers, ledges, blinds and top of lockers/shelves etc.) weekly.
- Scrub/strip and apply new finish on all hard surface floors on a quarterly basis.
- Spot clean/shampoo carpets (remove gum) quarterly.
- Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING:

- High school diploma or equivalent.

EXPERIENCE:

- No experience required; six months custodial experience (in a school setting) preferred.

SKILLS and KNOWLEDGE:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Criminal background check required for hire.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of low and high speed buffers required within 6 months after hire.
- Operating knowledge of carpet extractor required within 6 months after hire.
- Operating knowledge of snow/leaf blowers required within 6 months after hire.
- Operating knowledge of hand held power tools required within 6 months after hire.

SUPERVISION AND TECHNICAL RESPONSIBILITIES:

- This position reports to the Dean of Schools
- This position has no supervisory responsibilities.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear; stand; walk; reach with hands and arms; use hands to finger, handle, or feel;. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to wet and/or humid

conditions; moving mechanical parts. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; extreme cold; extreme heat; electrical shock; or vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to communicate, coordinate, evaluate and negotiate. Occasionally required to compare, analyze, instruct, compute, synthesize, and compile.