



Job Summary:

A Facility Staff member's primary function is to maintain the integrity and cleanliness of the facility and grounds. Daily expectations include keeping buildings in clean and orderly condition. Performing heavy cleaning duties, such as cleaning floors, washing walls and glass, and removing rubbish. Duties may include performing routine maintenance activities, notifying management of need for repairs, and cleaning exterior debris from the grounds. Work is performed under the supervision of the principal.

Essential functions of the job may include but are not limited to the following:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Follow procedures for the use of chemical cleaners and power equipment.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Notify managers concerning the need for major repairs.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors.
- Dust furniture, walls, machines, and equipment.

Other functions of the job may include but are not limited to the following:

- Assist the Food Services Manager with duties as assigned.
- Set up, arrange, and remove decorations, tables, and chairs to prepare facilities for events.
- Steam-clean or shampoo carpets or strip, seal, finish, and polish floors.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Other duties as assigned

Knowledge Skills and Ability Required:

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.

- High school diploma or general education degree (GED) required
- Ability to establish and maintain cooperative and effective working relationships with teammates and others.
- Ability to work with frequent interruptions and minimal direct supervision
- Ability to establish and follow work procedures and schedules
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Ability to observe safety and security procedures and to comply with policies

Custodial Job Description



- Ability to read and interpret written information; ability to write clear statements; ability to communicate orally
- Must be able to do physical work and operate power equipment normally found in janitorial operations
- Attention to detail
- Ability to demonstrate professionalism

Physical Requirements

Regularly required to sit, stand, walk, talk, hear, operate a computer, check email, reach with hands and arms, and must occasionally lift and/or move up to 25 pounds.