

JOB DESCRIPTION

JOB TITLE: PART-TIME CUSTODIAN (RecFit)
DEPARTMENT: Facilities, Building & Grounds **Non-Exempt**
REPORTS TO: Custodian Supervisor, Facilities Director, Assistant Headmaster to Business Services
SUMMARY: Custodial duties include activities such as vacuuming, mopping, sweeping, dusting and some outside work, such as snow removal.



MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Vacuum all rugs. Sweep down all stairs and mop as needed.
- Dry mop rooms and corridors (without carpet). Winter months - damp mop corridors (without carpet).
- Dust hallways. Empty rubbish. Check light fixtures for burnt out tubes or bulbs.
- Check furniture and remove marks and writing. Remove marks on walls. Clean all corners (rooms, corridors, etc.) Wash glass in and around doors.

DAILY:

- Wash and clean all toilets, showers, fixtures, etc., in assigned area. Wash walls in toilets often. Check all walls and ceiling for any debris and remove it.
- Clean exercise equipment; report any damage to RecFit manager.
- Report damage to light fixtures or furniture to the custodian supervisor, or RecFit manager for repair.
- Maintain a clean and orderly janitorial closet and tools.
- As directed, to spray and fumigate for insects.

WEEKLY:

- For corridor floors without carpet: seal and wax as needed.
- Clean radiators (clear of dust, debris, etc.) Clean janitor closets.
- Wash room furniture (tops, seats, and backs)
- Check and wash wastebaskets (rooms, hallways, outdoors). Wash dry mops.

BI-WEEKLY:

- Dust all rooms, more often if needed. Dust all furniture tops, stairs, and railings.
- Check and wash marks doors or door trim, etc. Clean and dust all baseboards.

INTERMITTENT:

Shampoo all rugs, strip and wax floors, etc., as assigned using buffers, wet/dry vacuums, and carpet extractors.

SEASONAL GROUNDS:

Winter--shoveling snow from entryway. Other seasons—sweeping entryway.

ESSENTIAL PHYSICAL FUNCTIONS: Lifting and moving requirements include the following examples:

- Furniture: chairs, couches, tables, equipment
- Deliveries from freight companies, transfer supplies from campus as needed
- Shoveling snow
- Other items as required with weights up to 80 pounds
- Some movements may be repetitive

CONDITIONS OF EMPLOYMENT

REQUIRED POST-OFFER/PRE-EMPLOYMENT SCREENING: To assure the well-being of employees in custodial positions, we require and cover the cost of pre-employment screening. The essential functions of this job, as stated above, require manual lifting and pushing and pulling that requires strength. Our job offer is contingent upon the prospective employee completing the pre-employment fitness screening. Failure to successfully complete all phases of pre-employment testing may result in a withdrawal of the conditional offer of employment.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor environment subject to changing temperatures exceeding 90° or -25° Fahrenheit
- Regular exposure to fumes, dust, odors, and loud noises

- Exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, paint or paint thinner, propane.
- Direct contact with student body, faculty, and staff, and public.
- May have some work on ladders at varying heights.

Hazards:

- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and/or bodily fluids.

EDUCATION/EXPERIENCE:

High School diploma or equivalent required

BACKGROUND CHECK AND FINGERPRINTING:

The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

OTHER INFORMATION:

Facilities team must wear SJA facilities branded work clothes. The Academy provides the employee with an annual stipend to spend and offset the expense of purchasing such clothing.