

JOB DESCRIPTION

JOB TITLE: CUSTODIAN
DEPARTMENT: Facilities
FLSA STATUS: Non-Exempt
HOURLY PAY RANGE: \$16.50 - \$25.00



REPORTS TO: Custodian Supervisor, Facilities Director, Assistant Headmaster for Business Services, Associate Head, Headmaster, Headmaster's Executive Administrative Assistant

SUMMARY: Custodial duties include activities such as disinfecting and sanitizing, vacuuming, mopping, sweeping, dusting, and some outside work, such as snow removal. Responsibilities may require an early morning or evening shift.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

DAILY:

- Disinfect and sanitize all classrooms and touch points on campus.
- Vacuum all rugs. Sweep down all stairs and mop as needed.
- Dry mop classrooms 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.
- Wash, disinfect, and clean all toilets, fixtures, etc., in assigned area. Wash walls in toilets often. Check all walls and ceiling for any debris and remove it.
- Report damage to light fixtures or furniture to the foreman, plant supervisor, or facilities 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 classroom furniture (tops, seats, and backs.)
- Check and wash waste baskets (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 walks and possible plowing at start or end of shift. Other seasons—sweeping walkways, raking, and maintenance of lawn, garden, and athletic fields.

Schedule set by the Facilities Director and/or Custodian Supervisor. First shift is scheduled between the core hours of 6 AM – 6 PM to cover normal business operations. Weather or special events may require working outside of core business hours. The Facilities Director and/or Custodian Supervisor reserves the right to assign or reassign first, second or third shift assignment.

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

ESSENTIAL PHYSICAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Standing and walking for extended periods of time.
- Seasonal shoveling, racking, mowing and/or weed whacking.

- Clarity of vision at varying distances to perform custodial duties.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting, carrying, pushing, and pulling objects(s) weighing up to 80 pounds.
- Occasional bending, kneeling, and crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights, as necessary.

Lifting and moving requirements include the following examples.

- Furniture: chairs, couches, 8' tables, desks
- Salt bags (80 pounds)
- Bags and boxes of mail (70 pounds)
- Deliveries from freight companies
- 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.

A Commercial Drivers License B (CDL-B) is a plus.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date