



Job Title: Custodian/Support Services
Pay Grade: Hourly
Reports To: Principal

FLSA Status: Non-Exempt
Employment Status: At Will
Date Created/Updated: 3/28/2017

General Responsibilities

This job consists of routine work to maintain the cleanliness of an assigned facility and grounds. Maintenance and cleaning will occur during the day or evening shift. The custodian will use the summer months to thoroughly clean the school. Support and commit to the Katherine Anne Porter School mission, vision, and core values.

Qualifications

High School Diploma or GED
Criminal Justice Fingerprint/Background Clearance

Skill Requirements

This position requires knowledge of cleaning materials and equipment.
Candidate must have ability to communicate effectively.
Willingness to go above and beyond to support the Katherine Anne Porter School.

Performance Requirements

- Responsible for general building, floor, and outdoor maintenance and proper use of safety devices and protective equipment in order to minimize the frequency and severity of work related accidents.
- Report vandalism or abuse of facilities to principal immediately.
- Responsible for reporting maintenance needs/requests on a monthly basis.
- Organize and maintain storage areas including above the library, above the music room, PE closet, janitor closet, and stairwell closet.
- Lights and should be off and doors locked after leaving.

Physical and Work Environment

- Serves provided will generally be provided within our facility and grounds.
- Using safe practices and methods in the operation and supplies related to their job.
- Lift up to 60lbs and ability to stand for a prolonged period of time

Personal Work Relationships

- Candidate receives administrative supervision and is typically evaluated formally one time per year.
- Candidate has significant contact with school staff, faculty, and students.
- A spirit of respect and concern shown through friendliness and helpfulness.

Additional Information

This job description is not an employment agreement or contract. Katherine Anne Porter School has the exclusive right to alter this job description at any time without notice.

This position is nonexempt from the Fair Labor Standards Act (FLSA). This means that you may be required to work more than 40 actual hours in a work week, if approved by your supervisor, and will receive additional compensation for such actual work in accordance with the Fair Labor Standards Act.

In accordance with applicable laws and Katherine Anne Porter School policies, no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention or any other personnel action, or be denied any benefits or participation in any educational programs or activities which it operates on the grounds of race, religion, color, national origin, sex, disability, age or veteran status (except where age, sex, or disability constitutes a bona fide occupational qualification necessary to proper and efficient administration).

Suggested Routine Cleaning Duties

Key: Daily (D); Weekly (W); As Needed (N)

I. Restrooms

- Empty wastebaskets D
- Mop and disinfect floors D
- Clean and disinfect sinks D
- Clean and disinfect mirrors N
- Clean and disinfect toilet bowls-seats, urinals, & pipes D
- Empty sanitary napkin receptacles D
- Check and restock hand soap & tissue supplies D
- Check that toilets, urinals, faucets & drains are working D
- Clean doors and partitions W
- Spot clean walls and ceiling N
- Clean baseboards N

II. Classrooms

- Vacuum all carpeted areas W
- Sweep and mop all tiled floors W
- Empty wastebaskets D
- Clean sinks and faucets W
- Clean window glass on doors N
- Dust all ledges and other surfaces W
- Clean shades or blinds N
- Disinfect door knobs D
- Clean fans and light fixtures N
- Remove cobwebs from corners N
- Disinfect computer mouse and keyboards W

III. Hallways and Stairway

- Sweep/Vacuum/Mop D
- Spot clean walls and baseboards N
- Dust all ledges and tops of shelves W
- Clean door glass and windows W
- Disinfect hand rails and door knobs D
- Remove cobwebs from corners N

IV. Administrative Offices and Staff Room

- Vacuum/sweep floors D
- Empty wastebaskets.....D
- Take our recyclingW
- Dust all ledges and other surfaces.....W
- Disinfect door handlesD
- Disinfect phonesD
- Windex glass surfacesD
- Remove cobwebs from cornersN
- Sweep the front door matsN
- Clear area of random clutterD
- Keep staff room area materials organized and stocked.....N
- Disinfect computer mouse and keyboards.....W

V. Open Area and Gym

- Keep area clear of random clutter, esp. fire exits and lockers.....D
- Sweep/mop gym floor.....W
- Empty trash bins.....D
- Take our recycling.....W
- Dust all ledges and other surfaces.....W
- Disinfect door handlesD
- Remove cobwebs from cornersN

- Clear bleachers of clutter and sweep under areaD
- Disinfect bleacher surfaceW
- Disinfect large gym equipmentW
- Clean and disinfect water fountainD
- Dust all ledges, shelves, and tops of lockers.....W

VI. Cafeteria/Kitchen

- Sweep and mop all tiled floors..... D
- Empty trash bins.....D
- Clean sinks and faucets.....W
- Clean glass on windows and doors.....N
- Dust all ledges and other surfaces.....W
- Take out recycling.....D
- Clean and disinfect water fountain..... N
- Disinfect door knobs.....D
- Wipe down and disinfect table tops and counter surfaces.....D
- Remove cobwebs from corners..... N