



Job Title: Custodian
Department: Campus Facilities
Supervisor: Campus Facilities Manager
Page: 1 of 2

Job Summary:

Responsible for maintaining a clean and safe interior and exterior environment in various buildings and grounds on campus, perform light maintenance and assist staff with various requests to allow for smooth operation of education services.

Principle Duties and Responsibilities:

- Vacuum, mop, sweep, etc. all floor areas including classrooms, offices, restrooms, etc.
- Sanitize, disinfect and clean all restrooms to include toilets, urinals, sinks, mirrors, partitions, dispensers, dryers, etc.
- Restock supplies as necessary to include paper towels, toilet paper, sanitary bags, etc.
- Perform general cleanup of all interior and exterior areas of the building as directed
- Manage routine upkeep of exterior areas, green space and parking lot to include weed control, debris pickup, mulching, etc.
- Complete non-routine cleaning according to specified job orders
- Remove garbage and recycling daily and prepare bins for weekly pick-up
- Handle emergency cleaning and upkeep requests

Basic Qualifications:

- High School diploma or equivalent;
- Ability to communicate effectively;
- Knowledge of cleaning equipment and chemicals;
- Reliable transportation;

Basic Qualifications (cont.):

- Valid driver's license;
- Uses good safety habits at all times;
- Neat and clean appearance;
- Needs to be thorough, reliable, responsible, organized, and flexible. Service oriented.



Job Title: Custodian
Department: Campus Facilities
Supervisor: Campus Facilities Manager
Page: 2 of 2

Basic Qualifications (cont.):

- Valid driver's license;
- Uses good safety habits at all times;
- Neat and clean appearance;
- Needs to be thorough, reliable, responsible, organized, and flexible. Service oriented.

Basic Physical Requirements:

- Frequent lifting, carrying, pushing or pulling 20 to 50 pounds and constantly moving items correctly and safely;
- Frequent kneeling, bending, crouching and reaching;
- Frequent handling of various sizes and weights of items.

Employees holding this position will be required to perform any other job related duties as requested by school management.