

Job Description

School: GLOBE Charter School

Job Title: Custodian

Category: Part-Time

FLSA Status: Nonexempt salary position

Job Description Summary: Manages and performs all maintenance and minor repairs in school complex as assigned. Monitors safety and security of building, assets and grounds.

Essential Job Functions

- Conducts general cleaning/maintenance and minor repairs
- Sweeps, mops and buffs floors, vacuums carpet areas, cleans restrooms and dusts
- Checks boilers, air conditioners and ventilation units
- Replaces filters in heating and air conditioning units as needed
- Assist with lunchroom set up and cleaning
- Cleans tables, wet mops, and spray buffs; sets up tables and removes trash
- Checks for needs repairs and maintenance and performs the work as needed
- Cleans and maintains tools and equipment in working condition
- Assists with maintaining necessary supplies
- Responds to special requests from building administration and staff
- Performs some outdoor maintenance and repair including snow removal, playground equipment checks and other seasonal tasks as needed
- Inspects for vandalism
- Assists with community school activities as required

Other Duties

- Performs related duties as assigned

Knowledge, Abilities and Skills

- Knowledge of buildings and grounds operations and maintenance as applied to the requirements of the school
- Ability to perform building operations work efficiently
- Ability to work cooperatively with others
- Skill in using the tools, equipment and materials of the trade

Qualifications

- High School diploma or equivalent
- Three years of building custodial experience with at least one year of experience in a school

Organizational Relationships

Reports to the Principal and/or Office Manager

Working Conditions

The work is performed in the school and outside grounds areas

Physical Demands

The work is regularly active with periods of heavy exertion. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs and ladders; bend, kneel, crouch and reach, hold grasp and turn objects; feel the size, shape and temperature of items; and use finger to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided hearing, and to detect odors.

Equal Employment Opportunity

GLOBE Charter School seeks to comply with applicable laws prohibiting discrimination in employment on the basis of race, religion creed, color, national origin, sex, age sexual orientation or disability.