

JOB DESCRIPTION: Custodian

QUALIFICATIONS:

- A hospitable, calm manner
- Ability to be helpful and to communicate and follow both written and verbal instructions and directions.
- Basic math and reading skills.
- Ability and willingness to perform all necessary functions of the custodial job.

REPORTS TO: Director of Operations

POSITION:

To maintain the physical condition of the school and outdoor entryways in accordance with health, safety, and cleanliness standards set forth by the supervisor and the State of Michigan, specifically but not limited to:

- Keeping premises in clean and orderly condition including sweeping, mopping, and scrubbing, vacuuming floors, operating cleaning equipment, emptying trash, recycling, and garbage containers, cleaning snow and debris from sidewalk, washing interior and exterior windows, handling and mixing chemicals.
- Setting for events.
- Notifying the office manager of the need for replacements of supplies.
- Notifying the supervisor of the need for minor and major repairs.
- Communicating daily regarding room scheduling
- Attending staff meetings as requested
- Performing seasonal maintenance duties including indoor touch-up painting, driveway line painting, outdoor climber maintenance, and window washing
- Staying familiar with the basic functions of the school fire alarm system, door locks, and thermostats.

GENERAL DUTIES:

- ◆ Embrace the stated mission of the school
- ◆ Participate in school-related meetings and activities according to the school calendar or as directed by the director of Operations
- ◆ Exhibit professional manner in dress and actions
- ◆ Comply with guidelines outlined in the personnel manual and with procedures required by the Family Independence Agency, State Fire Marshall, Garfield Township, and other governmental entities with jurisdiction at the school.
- ◆ Respond appropriately to feedback and direction from the supervisor.