

# **Columbia Academy**

## **Job Description**

### **Custodian – Vest Hall**

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** CUSTODIAN

**REPORTS TO:** MAINTENANCE DIRECTOR

**PAYROLL STATUS:** HOURLY NON-EXEMPT, FULL-TIME, TWELVE MONTH

**TYPICAL HOURS:** 1:30 P.M. – 10:00 P.M. WITH A 30-MINUTE DINNER BREAK  
*(hours may be adjusted depending on individual and facility schedules)*

### **PURPOSE AND SCOPE OF THE POSITION**

The Custodian reports to the Maintenance Director and is responsible for the daily cleaning of Vest Hall (lower school). The job of the Custodian is to ensure an attractive, sanitary and safe environment for students, staff and visitors; perform a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

### **MAIN RESPONSIBILITIES AND JOB TASKS**

1. Complete the daily sweeping, mopping and vacuuming of floors throughout the building.
2. Complete the daily cleaning of all restrooms including cleaning sinks, commodes, urinals, mirrors, door handles, hand dryers and nearby water fountains.
3. Collect all litter and trash, empty all trash receptacles and replace trash liners as needed.
4. Clean, dust and wipe furniture and student desks.
5. Clean windows, window sills, blinds and general surface areas.
6. Replenish classroom and restroom supplies (e.g. paper towels, soap, etc.) to ensure adequate quantities are available for daily use.
7. Perform minor, job-related maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
8. Inform school staff of any safety and/or maintenance issues of facilities and equipment.
9. Properly secure facility (e.g. doors, lights, etc.) at the conclusion of shift.
10. Perform summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
11. Perform other duties as assigned by the Maintenance Director and Principal.
12. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

### **KEY COMPETENCIES**

1. The ideal Custodian shall
  - Have prior experience in custodial work, particularly in a school setting
  - Feel comfortable working with staff and students in a school setting

2. The Custodian must demonstrate the following skills
  - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the visitors
  - Effective verbal communication skills
  - Ability to schedule tasks, prioritize responsibilities and work efficiently
  - Ability to work independently, anticipate work needs and follow through with minimum direction
  - Time management skills
  - Ability to operating small cleaning equipment and common tools
  
3. The Custodian must demonstrate the following personal attributes
  - Be completely honest, trustworthy and dependable
  - Possess cultural awareness and sensitivity
  - Be flexible
  - Demonstrate sound work ethics

### **WORKING CONDITIONS**

The Custodian may spend a significant period of time standing and using commercial cleaning equipment, including lifting, carrying, pushing and/or pulling, kneeling, stooping and crouching, which may cause muscle strain. The Custodian must also deal and communicate with staff and students on a regular basis.