



PLESSY SCHOOLS CUSTODIAN

Job Title: Custodian

Reports to: Chief of Operations

Job Summary:

Under the administrative supervision of the Head of School and the programmatic supervision of the Chief of Operations, the Custodian will work to provide a clean and operational working/learning environment for our students, staff, and community.

Cleaning

- * Daily sweeping of grounds and removal of litter and trash
- * Monitor, clean and restock restrooms
- * Dust mop, mop and operate floor care machinery to maintain variety of flooring surfaces
- * Daily cleaning of classrooms, hallways, offices, common spaces, gymnasium, library and cafeteria
- * Monitor, empty and reline interior and exterior trash cans and recycling bins throughout the day, disposing of waste in line with the Plessy Schools Green Initiative
- * Spot clean and remove any signs of vandalism and graffiti, immediately reporting to Lead Custodian or Operations Team any that cannot be removed
- * Provide support during meal times (breakfast, lunch, and supper) emptying trash cans, sweeping floors and cleaning up spills)

Support

- * Open building for staff
- * Secure building according to established school safety guidelines
- * Maintain and clean equipment, custodial carts and store rooms
- * Respond to requests from teachers and staff for assistance with classroom and restroom custodial emergencies
- * Set up, break down and clean-up for special events, meetings, programs and activities
- * Move furniture, equipment and supplies to facilitate program and service delivery



- * Attend and participate in all training, professional development, and staff meetings
- * Visually inspect all floors, walls, windows, ceilings, furniture and equipment and report any maintenance need immediately to Lead Custodian or Operations Team
- * Monitor custodial supply inventory and report shortages and needs to Custodial Lead or Operations Team
- * Perform minor maintenance, repairs, and other duties if necessary
- * Clean and prepare the building for the next school day

Knowledge, Skills, & Abilities

- * An understanding that a clean, safe and orderly environment is critical for functioning of the school and development of our scholars
- * Must be extremely responsible, punctual and detail oriented
- * Ability to establish and maintain effective working relationships with co-workers, teachers, staff and vendors
- * Ability to represent Plessy Schools in a professional and courteous manner when interacting with scholars, parents and visitors
- * Must have physical ability to stand for the duration of shift
- * Ability to follow oral and written instructions
- * Ability to work independently in absence of direct staff supervisor
- * Maintain a neat and clean appearance, wearing appropriate uniform to work on daily
- * Ability to operate vacuum, floor care equipment, leaf blower, power washer and other hand held tools
- * Prioritizing tasks and responsibilities with a focus on safety and cleanliness at all times
- * Knowledge of occupational hazards and standard safety practices



Qualifications

- * High School Diploma
- * 2 years working in the custodial field
- * Experience stripping, waxing, refinishing and maintaining floors

Physical Requirements

- * Ability to lift 25* lbs.
- * While performing the duties of this job, the employee may be required to sit, walk, stand, talk, and hear.

Compensation

- * Competitive salary based on experience.
- * A competitive benefits package is also offered, including the opportunity to participate in health insurance, dental insurance, & 403(b) retirement matching.

Plessy Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws