



# Southern Avenue Charter School

## Part time School Custodian

### **Job description**

We are seeking a Part Time School Custodian to join our team! You will be responsible for maintaining a clean and orderly environment.

### **Employment Type:**

- Part-Time
- 5.5 hours per day (Monday-Friday)
- School days
- Work schedule to be determined

### **Summary:**

- The custodian cleans school buildings, grounds, and equipment to ensure the grounds are safe and operational.

### **Responsibilities**

- Keep buildings in clean, orderly, and sanitary condition
- Perform heavy cleaning duties such as cleaning floors and shampooing rugs
- Perform routine assigned tasks, i.e. classrooms, restrooms, cafeteria, halls, etc.
- Organize custodial closets and spaces
- Report all unsafe conditions to supervisor and suggest possible solutions to hazards
- Report to supervisor any cleaning equipment that needs to be cleaned or repaired.
- Meet all pre-determined deadlines required by school
- Frequently traverse from one building to another
- Participate in scheduled meetings, team decisions and operations.

- Implement safety protocols including evacuating with children and other staff in case of an emergency
- Ability to work evenings, weekends, and holidays as needed and as requested by the supervisor
- Maintain confidentiality in all area of the child and program operations
- Maintain professional and ethical standards of conduct outlined by Southern Avenue Charter School
- Work collaboratively with other staff members, service providers and professionals
- Communicate effectively in writing and verbally in English
- Read, analyze, and interpret policy manuals and documents
- Work in a fast paced environment and maintain emotional control and professional composure at all times
- Work effectively and without intensive supervision both independently and as a member of a team
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time
- Remove garbage and prepare bins for weekly pick-up
- Handle emergency cleaning and upkeep requests
- Ensure rooms and bathrooms are maintained and fully equipped
- Other duties as assigned

### **Qualifications**

- Education: High School Diploma, or equivalent
- Previous experience in cleaning schools
- 1 year experience in janitorial service and knowledge of chemicals and reactions, and safe and proper use of cleaning supplies and equipment
- Ability to handle physical workload
- Strong attention to detail
- Strong organizational skills
- Able to follow instructions satisfactorily
- Able to work around children
- Cooperative
- Able to pass background check and drug screening

Southern Avenue Charter School is an established Charter School, founded in 2004, and currently has enrollment of over 430 scholars.