



## St. Johns Classical Academy

*Learn the True, Do the Good, Love the Beautiful*

### **Custodian**

The custodian is responsible directly to the Vice Principal.

#### **Qualifications:**

- Must be a high school graduate or have passed the G.E.D.
- Must be able to move objects weighing up to 50 pounds.
- Previous experience operating light maintenance and cleaning equipment
- Must be able to independently follow instructions
- Must be competent, after suitable instruction, in the operation, use and care of all assigned custodial equipment.
- Must be competent, after suitable instruction, in the proper use of chemicals and compounds used in the custodial process.
- Must have the ability to maintain positive and professional relationships with the general public, students and school employees
- Commitment to SJCA mission, vision and goals.
- Excellent communication and interpersonal skills with the ability to engage and work closely with a wide range of staff members.
- Flexibility and willingness to learn.

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Maintains, cleans, sweeps, dusts, mops, areas of the facility and maintains/manages the school grounds.
2. Assists in evening set up for events such as setting up bleachers, tables, chairs, equipment, etc...
3. Cleaning facility includes, but is not limited to, sweeping, stripping, and mopping floors, vacuuming and shampooing carpet, dusting blinds and shelves, washing windows, tables, classroom boards, sinks, urinals, toilets, etc...
4. Performing minor or preventative maintenance such as changing light bulbs, replacing air conditioning filters, unplugging sinks or toilets, assembling furniture, etc...
5. Ensures building security by turning off lights and locking all building doors.
6. May perform a variety of miscellaneous duties such as painting classrooms, lining athletic fields, delivering equipment throughout campus, setting up or arranging furniture or special equipment, picking up paper or debris, collecting and dumping the garbage, etc...
7. Performs other duties of a similar nature.
8. Other duties as assigned by the Principal or Vice Principal