

JANITORIAL JOB DESCRIPTION

The janitorial position is a full time position. The purpose of the Janitorial position is to ensure building and grounds are maintained to appropriate usable levels, meet all safety and health requirements and be available to support the children and teachers as called upon from time to time. Performs routine janitorial work at the school facility.

Reporting:

The Janitor shall report directly to the Facility Manager.

Employee Status:

This position is full time, non exempt, hourly position. The Employee will be hired as an "at will Employee" and the employment may be terminated by either party at any time with or without cause. A performance evaluation will be performed at least annually between the Employee and the Facility Manager.

Compensation and Hours:

This position will be an hourly position, 12:30 to 9:00pm. The rate of pay is \$10.00 per hour and will remain in force during the length of employment. Changes in rate of pay will be based on performance, added responsibilities or at the discretion of the School Administration.

Actual hours and rate of pay are outlined in the Employee Memorandum of Understanding.

Responsibilities:

Daily:

- Clean, sanitize and restock paper products in all lavatories.
- Clean and mop hard surface main hallways and classrooms
- Vacuum all carpeted hallways and classrooms
- Vacuum, dry mop, wet mop gym floor
- Take all trash to outside disposal bins
- Keep all hallways clear of all non-permanent fixtures
- Dust all lockers
- Clean up outside areas
- Work on special projects when time is available

Other:

- Employee must be punctual with respect to the work schedule
- Courteous and professional with students, teachers, and stakeholders
- Abide by all school and regulatory policies
- Dress appropriately for the role and duties
- Be able to perform duties and activities that may require:
 - Perform duties on a ladder up to 15 feet
 - Able to climb a ladder up to and perform duties on the School roof
 - Be able to carry and move objects weighing up to 70 lbs
 - Sufficient ability and dexterity to work in tight areas
 - Ability to work in areas when exposed to unpleasant odors, and with allergenic substances such as cleaning solutions and dust
 - Perform manual work requiring the use of electric and other hazardous tools.