



Title: Part-Time School Custodian maintains clean and orderly facilities for students, faculty, staff and visitors. A part-time afternoon/evening position is available, approximately 20-25 hours a week. Pro-rated paid sick, personal and holidays based on work hours. To apply, email hr@gpacademy.org

Reports to: Facility Manager

Duties/Responsibilities:

- **Restrooms** - Cleans and disinfects sinks, countertops, toilets, mirrors, floors, etc. Replenishes bathroom supplies. Polishes metalwork, such as fixtures and fittings.
- **Floors** - Sweeps, mops, vacuums floors using brooms, mops and vacuum cleaners. Other floor work may be required such as scrubbing, waxing and polishing floors.
- **Break rooms /Kitchenettes** - Cleans and disinfects sinks, countertops, tables, chairs, refrigerators, etc. Replenishes break room supplies.
- **Dust** Dusts furniture, equipment, partitions, etc.
- **Desks/classroom tables** – Disinfects desk tops and classroom tables.
- **Trash** - Empties wastebaskets and recyclables, and transports to disposal area.
- **Other Duties** - Cleans rugs, carpets, and upholstered furniture, using vacuum cleaner (hip or backpack). Washes walls and woodwork. Washes windows, door panels, partitions, sills, etc.
- **Note:** This is not an all inclusive list. Additional duties may be assigned

EXPECTATIONS

- Reports to work each day and on time, and works extra hours when needed.
- Employee must comply with proper safety policies and procedures as required (i.e. when using cleaning chemicals, reporting incidents, etc).
- Provides excellent level of customer service to both internal and external customers.
- The employee must be able to determine the neatness, accuracy and thoroughness of the work assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to:

- Walk and stand
- Climb
- Bend forward
- Kneel down
- Crawl
- Wear a hip/backpack vacuum
- Reach and grasp
- Push and pull objects
- Lift and/or move up to 25 lbs, sometimes over shoulder
- Repetitive bending and lifting of items
- Repetitive arm movements

SKILLS/QUALIFICATIONS

- High School Diploma/GED Equivalent
- Ability to read, write, and interpret the English language
- Willingness to learn
- Ability to perform all essential duties and responsibilities in a safe, ethical manner
- Reliable and well organized
- Enthusiastic, professional, and positive work attitude