

Job Description			
Position:	Custodian I & II	Date Created:	2/26/2025
Department:	Custodial/Maintenance	Job Type:	Full-time, 12-month
Reports To:	Coordinator of Operations, Facilities, Safety and Security	FLSA Category:	Non-exempt
Placement Schedule: Custodial			

POSITION SUMMARY:

The Custodian I/II is responsible for maintaining a clean and safe learning and working environment for students and staff. The duties of the Custodian I/II are completed under general supervision and may vary throughout each shift.

KEY RESPONSIBILITIES:

- Sweeps, scrubs, mops, strips, and waxes floors throughout each building.
- Operates different types of equipment including, but not limited to scrubbers, buffers, vacuums, etc.
- Cleans, sanitizes, and restocks restrooms.
- Cleans classrooms, offices, lobbies, and other common areas (including high/low dusting of blinds, ledges, air vents, light fixtures, etc.) on routine basis.
- Empties trash and recycling bins throughout each building.
- Cleans dry erase boards as needed.
- Arranges furniture and equipment and assists with event setup as needed.
- May be asked to work inside or outside in varying climate conditions.
- Reports signs of damage, vandalism, or any unsafe condition to appropriate staff/leaders.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED (preferred).
- Required experience: 0-3 years (Custodian I); 4+ years experience (Custodian II)
- General knowledge of cleaning methods, materials, and equipment.
- Strong organizational and time management skills.
- Ability to multi-task when necessary.
- Effective oral and written communication skills.
- Excellent customer service skills.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, crawling, climbing and reaching for extended periods of time.
- Frequent need to lift, carry, push, or pull items weighing up to 50 pounds. Periodic need to exert up to 100 pounds of force and/or perform a two-person lift on objects over 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.



Custodian I & II

- Must be able to tolerate varying environmental conditions including, but not limited to heat, cold, rain, etc.
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel between Haven Schools campuses may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____