



CUSTODIAN

**Full Time, Non-Exempt, 12-Month
(Eligible for Benefits)**

GENERAL DESCRIPTION:

Custodian is under the general supervision of the Lead Custodian, who is responsible for the direction of all custodial services of the facility. Director of Maintenance will perform evaluations, address disciplinary issues, approve additional hours, and give direction as necessary. (Work at weekend events is required. Additional duties may be assigned to meet the needs of the department.)

SPECIFIC DUTIES:

- Clean and sanitize restrooms/bathrooms using established practices and procedures;
- Clean, dust, and wipe furniture;
- Sweep, mop, and vacuum floors
- Empty/clean wastebaskets and trash containers;
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.;
- Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets;
- Use and maintain assigned power equipment, hand tools, and other equipment, including buffers, auto scrubbers, extractors, high-pressure washers, high-speed buffers and vacuums, brooms, mops, squeegees, and ladders for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.;
- Wash walls and equipment;
- General painting;
- Lock and unlock assigned buildings: secure building when facilities are not in use, check for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies;
- Removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment;
- Attend to emergencies when necessary, and when notified by any faculty and staff member of immediate attention needed in a specific area;
- Safely operate all vehicles and other job-related equipment.

MINIMUM QUALIFICATIONS:

- Two years of custodial experience, preferably in a school environment; experience with floor buffers, scrubbers, extractors a plus, and MSDS sheets; detail-orientated; punctual and reliable attendance.
- Must have a valid driver's license and pass a thorough background and drug screening process.

PHYSICAL/MENTAL DEMANDS:

- Communication skills, attention to detail, ability to follow directions, comprehension, calculating, reading, writing, speaking, evaluating, and organizing;
- Flexible (to handle change of duties);
- Climbing, repetitive motion, bending, walking, standing, moving objects, lifting (50lbs).

To apply, please submit resume to John Garcia at jgarcia@sandiaprep.org or Vicki Gale at vgale@sandiaprep.org.