



# Avon Old Farms School

## EMPLOYMENT OPPORTUNITIES

**Date Posted:** 07/06/2010

**Job Title:** **Custodial Staff**

**Job Classification:** Staff Position /Full time  
**Monday – Friday (Rotating Saturday schedule)**

**FLSA Status:** Non-exempt

**Reports to:** Assistant Director of Facilities

### General Duties/Responsibilities:

The Custodial staff is responsible ensuring all assigned areas of the School are cleaned, sanitized and maintained at the highest standard. This includes any indoor household cleaning and organizing tasks assigned and may regularly include cleaning "projects".

### Specific Responsibilities:

#### **Building and Dormitory Maintenance**

- Washing windows, walls, blackboards, sinks and other fixtures.
- Sweeping and mopping floors, corridors, stairs or archways.
- Restock cleaning and paper supplies as needed
- Emptying waste baskets, collects and disposes of rubbish.
- Cleaning and disinfecting of all assigned areas. Works with chemical cleaning agents daily.
- Vacuuming, dusting, mopping and waxing floors.
- Moving furniture and arranging chairs, tables and other equipment as necessary.
- Monitoring and report all unsatisfactory school building and facility conditions.

#### **General duties as necessary**

- Assist with set up and clean up for special school events.
- Clearing snow and ice from walks stairs and pathways as needed.

#### **The successful candidate for this position should have the ability to:**

- Demonstrate proper judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- Have the ability to regularly lift and/or move up to ten pounds, frequently lift and/or move up to fifty pounds. Items typically moved, buckets, refuse containers, furniture.
- Have the ability to consistently stand/ walk for up to 8 hours per day, repeatedly bending, twisting, reaching and kneeling.
- Ability to maintain the integrity of confidential information relating to a student
- Ability to follow quality standards, work independently, and flexibly.

### *Professional Requirements to perform the job successfully*

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

*Avon Old Farms School does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, or national or ethnic origin in the administration of its policies and programs. Candidates are selected by their qualifications to meet the needs of the position.*

**Please submit cover letter and resume to:**

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