

# FOOTHILL COUNTRY DAY SCHOOL

## Job Description

**Position:** Custodian

**Reports to:** Facilities and Safety Coordinator

**Position Status:** Full-time, Non-Exempt

### Summary

This job consists of routine work to maintain the cleanliness of Foothill Country Day School's facilities and grounds. The custodian performs cleaning and maintenance functions during the mid-day to evening shift. Work is evaluated through direct observation and inspection of completed assignments.

### Essential Duties and Responsibilities

- Complete requested duties from Facilities Ticketing System and/or clipboard log which is filled out by the Facilities and Safety Coordinator each day. Indicate when item is completed.
- Wipe fingerprints from all glass doors and clean windows campus wide.
- Wipe down computer monitors and deep dust when needed.
- Remove cobwebs campus wide.
- Check and restock all paper towel, seat cover, hand soap and toilet paper dispensers periodically throughout shift. Stock extra supplies in cupboards in adult restrooms.
- Perform a visual walkthrough of campus each shift to identify hazards and areas in need of care and bring to the attention of the Facilities and Safety Coordinator.
- Set up tables and chairs as needed for events.
- Empty all trash cans outside, especially after lunch in lower and upper campus areas.
- Empty recycling campus wide.
- Inventory and stock faculty lounges for coffee, tea, cups, paper goods, etc. Communicate when to place a supply order.
- Inventory and keep the office supplies organized and orderly.
- Distribute mail and deliver shipments to classrooms, storage areas and office supply room.
- Organize and keep the Lost & Found rack neat and orderly, bringing it out to the circle at least once a week.
- Become familiar with all light and sprinkler timers and reset timers when necessary.
- Change light bulbs/ballasts when needed.
- Perform thorough cleaning of school and various maintenance projects during the summer months.
- Must wear uniforms provided and maintain a neat and professional appearance as a representative of the school.
- Must turn off air conditioners, check that windows are closed, lock all doors on campus, and set alarms when leaving.
- Employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents.

### The ideal candidate will have the following skills and attributes

- Must be able to lift 50 lbs.
- Ability to work outdoors under adverse weather conditions.
- Ability to climb ladders and stairs.
- Interact positively with students, administrators, co-workers, parents and community.

Interested candidates should submit a resume to Brianne Runnells at [brunnells@foothillcds.org](mailto:brunnells@foothillcds.org)