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Englewood on the Palisades Charter School seeks a Custodian

SUMMARY:

The Custodian will provide support to the instructional process with specific responsibilities for maintaining the school facility and grounds as a healthy and safe learning environment for students. In addition to regular building maintenance functions, the custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature.

The Custodian is responsible for daily custodial and maintenance operations of the school facility and grounds. The Custodian is responsible for custodial and maintenance operations, implementing health, safety and security procedures and creating and updating logs and records, as required. The Custodian is responsible for implementing cleaning procedures to district standards, performing preventative maintenance and instructing staff on proper cleaning and maintenance procedures. The Custodian performs work cleaning and supporting daily activities in the facility. The Custodian demonstrates professional behavior, promoting positive relationships with all stakeholders.

The Custodian reviews the master calendar to prepare for evening/weekend events to ensure adequate resources. The Custodian operates within school policies and procedures, and by applying acceptable custodial standards, labor and industry standards, and OSHA standards.

PRINCIPAL ACTIVITIES & RESPONSIBILITIES:

- Administrative Functions
 - Coordinates and initiates maintenance service requests according to district procedures. Follows through to assure that maintenance is performed in a timely manner.
 - Plans, schedules and keeps accurate records of custodial operations.
 - Maintains inventory and requests cleaning supplies and materials needed to accomplish assigned tasks.
 - Possesses an awareness of energy conservation and recycling and makes suggestions to administration and management of methods and procedures to consider energy.
 - Secures equipment and supplies and protects against pilferage, loss, theft, or abuse.
- Safety and Security
 - Periodically inspects, or otherwise maintains awareness of, facility and equipment to detect and prevent injuries or damage.

- Maintains control of keys for the facility and distribute to staff as required.
- Secures school building to insure proper building security at all times.
- Assists with implementing emergency planning and response.
- Cleaning Functions
 - Sweeps, mops, vacuums, scrubs, and removed scuff marks from floors; cleans, dusts and polishes furniture; washes windows and walls; cleans restrooms; disposes of rubbish, changes lights, etc.; makes certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.
 - Clean and sanitize staff and students desks and all “touch items” on desks.
 - Clean and sanitize all bathroom seats and stalls.
 - Sanitizes areas with fogging equipment, as required.
 - Assures safety during inclement weather to including shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, etc.
 - Applies cleaning chemicals according to established safety procedures.
 - Adheres to safety measures for cleaning, lifting, moving, and operating equipment
- The Custodian is required to properly use and update knowledge of safety equipment as is appropriate to the work to prevent injury to self or others.
- While performing the duties of this job, the Custodian occasionally works in outside weather conditions.
- Performs other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent.
- Understanding of enhanced Covid-19 cleaning protocols.
- Supervisory training or experience..
- Ability to work with frequent interruptions and to meet tight time constraints and deadlines.
- Ability to lift up to 50 pounds and move heavier materials using appropriate equipment.
- Must hold a valid state driver's license with a safe driving record.
- May be trained in first aid certification/CPR and defibrillator use.
- Bilingual and bicultural skills a plus.
- Experience with and knowledge of intrusion alarms and automatic fire alarm/sprinkler systems.
- Experience or training in basic Electrical, HVAC, and Plumbing

PHYSICAL REQUIREMENTS

Constant bending, twisting, lifting, pushing, and pulling. Constantly alternating between sitting and standing. Normally does not work at heights above ten feet. Normally does not lift any object weighing more than fifty pounds.

To apply email resume and cover letter to epcs.employment@epcs.ws