

JOB DESCRIPTION for CUSTODIAL

SUMMARY OF FUNCTION

Performs all cleaning duties, maintenance and minor repair to keep the Lake George Charter School in excellent condition. We are a four day school in beautiful mountain surroundings and are looking for a person to join our high performing ethical team.

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ESSENTIAL JOB FUNCTIONS

- Conducts general cleaning throughout the building(s)
- Sweeps, mops and buffs floors, vacuums carpeted areas, and cleans restrooms.
- Assists with lunchroom set up and cleaning
- Cleans tables, wet mops, and spray buffs; sets up tables and removes trash and window cleaning
- Locks and unlocks building(s)
- Checks for needed repairs and maintenance and reports such needs to the Facilities Manager
- Cleans and maintains tools and equipment in working condition
- Assists with maintaining, inventorying necessary supplies and using supplies wisely
- Responds to special requests from building administration, staff and other users of the facility
- Performs outdoor maintenance and repair including mowing, watering, snow removal on sidewalks, playground equipment checks and other seasonal tasks as needed
- Assists with community school activities as required

OTHER DUTIES

- Performs related duties as assigned

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of building custodial work
- Ability to perform building custodial and related work
- Ability to communicate effectively
- Ability to work cooperatively with others
- Skill in using the tools, equipment and materials of the trade
- Ability to work alternating schedules: Perhaps work on a Friday or Saturday as needed.

QUALIFICATIONS

- High School diploma or equivalent.
- Current and valid Colorado Driver License

ORGANIZATIONAL RELATIONSHIPS

Reports to the Facilities Manager.

WORKING CONDITIONS

The work is performed in the Lake George Charter School buildings.

PHYSICAL DEMANDS

This work is regularly active with periods of heavy exertion. Typical positions require workers to walk or stand for long periods; lift and carry up to 100 pounds; climb stairs, ladders and scaffolding; bend, kneel, crouch and crawl; reach, hold, grasp and turn objects; feel the size, shape and temperature of items; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

FLSA STATUS: Nonexempt

SALARY RANGE

From Lake George Charter School's Salary Schedule

From \$15.50 to \$16.91/hr.

8 hrs./day