



THE HARVEST NETWORK OF SCHOOLS
Harvest Preparatory School/Best Academy/Mastery School

Custodian/Janitor

Position reports to: Operations Manager

Position Description:

We are looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism. The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs.

Duties and Responsibilities:

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and restock disposables (e.g. soap)
- Wipe mirrors and windows
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
- Report major damages and oversee repairs
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm
- Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)

Qualifications:

- Proven experience as custodian, janitor or in a similar role for 6 months or more (preferred in an educational setting)
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength
- High school diploma or GED

Salary:

Based on experience