

Wasatch Presbyterian Church

JOB TITLE: Preschool Custodian
DATE: November 2017
REPORTS TO: Preschool Director and Building Manager

Position Description

The Preschool Custodian shall provide the cleaning and custodial work needed to support the Wasatch Presbyterian Preschool during the weekdays. The Preschool Custodian shall work in collaboration with the Preschool Director and the Building Manager to provide a clean, prepared preschool environment by serving with a friendly and secure presence.

Key Responsibilities

Cleaning

Ensure the cleanliness and sanitation of the preschool by:

- Following the cleaning schedule and daily workload for the varying needs.
- Being familiar with the use and care of typical cleaning equipment such as vacuums, high speed floor buffers, carpet cleaners, commercial floor scrubbers, microfiber technologies, dish washers, and equipment used in small commercial kitchens
- Being aware of the safety requirements and how to properly use and care for a wide variety of hazardous and “green” cleaning chemicals
- Cleaning, scrubbing, sanitizing and stocking bathrooms

Maintenance

Support the maintenance of the building by:

- Vacuuming, dusting, washing windows- sweeping and washing floors, cleaning walls, sanitizing hard surfaces, polishing mirrors and plumbing, spot cleaning carpets
- Maintaining clean and functional classrooms, bathrooms, breakroom, and offices
- Identifying and reporting any maintenance issues

Security

Help provide for the security of the preschool by:

- Assisting with opening and closing of the building, including providing access to events, securing fire doors, locking all doors and disarming/arming the alarm.
- Being familiar with the operation of fire and security system equipment
- Being trained on the proper use of health equipment (i.e. AED's, First Aid Kits)

Grounds

As needed, support the needs of the exterior grounds by:

- Shoveling and ice-melting sidewalks and stairs, as needed, during the winter

- Separating waste and recycling into the appropriate dumpsters

Qualifications

- Have your own reliable transportation
- Ability to show up to work on time and to be able to stay for the scheduled shift
- At least 18 years of age
- High School Diploma or GED
- Able to lift and carry up to 50 lbs.
- Able to speak, read, and write English fluently
- Able to communicate via written documents, as needed
- Able to pass drug test and background checks, initial period and as required later on
- Able to perform essential maintenance to facility or equipment which may involve, but is not limited to: full-reaching over head; crouching; kneeling; shoveling; working in narrow and/or confining space; twisting of the waist, shoulders, and legs; lying on stomach and/or back; working on short and tall ladders; working with cleaning equipment, solvents, cleaners, and solutions in dry, liquid, spray, and aerosol forms; working in conditions that will create dirt and dust.
- Team player who can work collaboratively with staff and volunteers

Hours, Schedule, & Compensation

- Job Type: Part-time
- Hours: 15 hours per week
- Schedule:
 - Monday-Thursday, 4pm-7pm
 - Friday, 1pm-4pm (Friday hours negotiable)
- Compensation: \$13/hour
- Benefits: Paid Holidays