Part Time Evening Custodian

Position Profile

The Evening Custodian is a support person for the Administration of OCS with specific areas of responsibility as stated below. The position of Evening Custodial work is performed Monday-Friday evening hours and is under the general supervision of the Director of Facilities and Transportation and will work closely with the Evening Custodial Supervisor for daily operations. The custodian must be able to lift up to 50 pounds and perform tasks that require bending, kneeling, lifting, and climbing

General Responsibilities

Daily:

- Empty all waste containers (classrooms, lounge, hallways, offices, restrooms, athletic areas, upper and lower gyms. Replacing liners as needed and taking Trash & Recycling to the dumpster.
- Vacuum all carpeted areas (classrooms, media center and hallways).
- Clean all glass doors and entryways to secondary and elementary areas.
- Clean and sanitize all sinks, toilet bowls, fixtures and mirrors.
- Sweep and mop all restroom floors.
- Restock all paper products in restrooms (offices, hallways, lounge)
- Dust mops all hard surfaces, floors and all hallways.
- Dust mop upper gym floor and mop surface as needed (more often during high traffic sports seasons).
- Report any broken/abused equipment to the Director of Facilities and Transportation.
- Lock up the building.
- Check email or text messages.

Weekly:

- Dust all high and low surfaces, including locker tops and corners, offices and classrooms – excluding desks.
- Mop/Machine scrub all Hard surface floors throughout the building
- Spot clean all walls.

Summer: (June - mid August)

- Work with Head Custodian & Maintenance Tech to complete summer projects.
- Summer work will consist of deep cleaning every room in the building

- Move all movable furniture, desks, chairs, cabinets out of each room and deep clean and disinfect of each office and classroom and put back as it was
- Clean all HVAC vents& grills, light fixtures, ceiling/wall mounted equipment/fixtures, ceilings, bar joists, metal beams, walls, furniture, doors, whiteboards
- Machine Clean all carpeting using carpet extractor total cleaning and disinfecting of whole areas
- Vacuum upholstered furniture and cushions
- Clean/Vacuum HVAC ductwork, vents, backboards, light fixtures, metal beams, devices and bar joists
- Reorganize, purge, sweep, vacuum and clean all maintenance rooms, closets and areas
- Wash & clean all garbage cans throughout the building
- Clean all desks and chairs
- Clean all corners of walls at floors and ceilings and crevices at bottom of doors to be free of dirt and cobwebs

Administration

- Reports to Director of Facilities and Maintenance

Personal Characteristics and Skills of Applicant

- Ability to work effectively with other employees and the public.
- Ability to understand and follow oral and written instructions.
- Works with all other members of the Oakland Christian School staff and administration as necessary.
- Reasonable knowledge of the tools, materials and equipment required to perform job functions.
- Ability to perform a variety of maintenance tasks involved light carpentry and other repairs.
- Skill in operation of power equipment and tools.

Qualifications

- High School Diploma, GED or equivalent.
- Reasonable experience in performing a variety of tasks.
  Able to access the internet – computer skills minimal for email and timesheets