Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

Job Title: Day Custodian - Lead

Position Type: Full-Time; 1.0 FTE - 2021-2022 School Year

Pay Range: $13.25 per hour

Location: Academy Campus

Reports To: Facility Manager and Academy Principal

SUMMARY:

The school custodian plays an essential role in maintaining the building, and supporting the learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the school custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The school custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature. The day custodian is also responsible for traffic and crossing guard duty. The day custodian may be asked to work hours outside of their normal hours, as needed during special events and/or school functions and/or snow removal. This job description may not encompass all the duties listed below and may include other duties, as assigned.

DUTIES AND RESPONSIBILITIES:

- Coordinate, identify and/or perform necessary repairs
- Maintain and stock bathroom and cleaning supplies. Order and shop for supplies
- Read and respond to all maintenance requests in the online maintenance log
- Act as liaison for all approved vendors related to building and grounds maintenance
- Seasonal snow removal – using shovel and gas powered snow blower
- Working with the School Resource Officer, Administration and Facilities Manager, respond to and correct safety maintenance issues
- Responsible for heating and lighting schedules/control mechanical schedules
- Attends crisis meetings and aid in performing student drills

Maintenance Duties:

- Coordinate and/or perform summer restorations, repairs, building projects
- Coordinate and/or perform all repairs and maintenance of cleaning equipment (pressure washer, vacuums, extractor and floor machines)
- Roof filter changes 4 times/annually

Inspection and Reporting

- Perform monthly test and inspection of fire extinguishers, carbon monoxide, detectors, emergency lighting, exit lighting
Loveland Classical Schools

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Daytime Cleaning Duties: Covers day shift duties below as necessary.

- Clean and sanitize bathrooms
- Clean and sanitize common areas
- Clean and sanitize staff lounge.
- Clean and sanitize lunch areas and tables, when necessary
- Empty trash containers, as needed
- Pick-up trash both in and around the school building
- Sweep and vacuum floors, when needed
- Coordinate and/or perform emergency clean-up

Minimum Knowledge, Skills and Abilities:
- Mechanical and electrical knowledge
- Small machine and plumbing
- Able to navigate online systems, email, timeclock, etc.
- Identify and suggest ways to cut costs and improve building efficiency
- Working knowledge of safety requirements, public facility/venue standards, building systems and infrastructure
- Excellent communication skills, both written and verbal
- Demonstrate professional demeanor in all situations

Preferred Knowledge, skills and abilities:
- Asbestos management liaison (AHERA experience/ knowledge highly desired)
- HVAC knowledge highly desired

EDUCATION and/or EXPERIENCE:
- High School Diploma or equivalent Required
- Custodial/janitorial experience

EMPLOYMENT INFORMATION:
- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school
- This position is non-exempt, meaning that the employee is entitled to overtime pay

WORK ENVIRONMENT:
- The physical demands and work environment described here are representative of those functions that must be met by the employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand and
walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 60 pounds and have the ability to push and pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

- Requires use safety equipment properly to prevent injury to self or others
- Requires long periods of time on feet
- May work in outside weather conditions. May be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. May be exposed to blood or other potentially infectious materials or illnesses during duties

HOW TO APPLY:

Please visit www.lovelandclassical.org to view all of our Employment Opportunities

PAY AND BENEFITS:

Pay: $13.25 per hour

Benefits:
- 401(k)
- Dental Insurance
- Health Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off
- Sick Time

Loveland Classical Schools is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.