



summit schools

brilliant beginnings, bright futures

Title: Maintenance Worker/Custodian

Opportunity: Summit Schools is a nonprofit, independent elementary-middle school that changes lives. We pride ourselves on our ability to teach students to think critically, to own their learning, and to never stop asking questions – empowering them to develop strategies integral to their roles as lifelong learners. We strive to nourish the total person, strengthen family connections, and build inclusive communities.

Job Description: Summit Schools is actively seeking a part-time maintenance worker/custodian.

Parameters:

- Rate of Pay: 25 hours/week; \$16/hour
- Starting Date: Immediately
- Hours: Part-time, Monday-Friday

Qualifications: Proven working experience as a janitor. Knowledge of cleaning chemicals and supplies. Integrity and ability to work independently. High school degree. Self-starter and motivated individual.

Duties: Keeping the school and school grounds as clean, tidy, and safe as possible is the overall responsibility of a custodian. The duties required of a custodian include replenishing stock in bathrooms, cleaning restrooms, gathering and emptying trash, sweeping, mopping, vacuuming, monitoring building safety and security, and dusting. The individual should be prepared to do things like moving heavy furniture to reach corners, cracks, and crevices of covered parts of the room. Additional duties as needed.

Skills: The skills required of the custodian include reading comprehension skills, coordination skills, oral comprehension skills, and equipment selection skills. It is important to be able to read instructions for cleaning certain surfaces and fixtures. It is also important to have oral comprehension skills to be able to follow verbal cleaning instructions. Equipment selection skills are helpful in selecting the proper tools for each cleaning surface and fixture. Punctuality, attention to detail, problem solving skills and responsibility are also expected.

Daily Activities: Custodians are responsible for keeping the building clean and in an orderly condition. The individual will have to perform heavy cleaning duties, such as washing walls and windows, shampooing rugs, cleaning floors, removing trash, and performing routine maintenance activities and minor repairs. Custodians have to notify management if major repairs are needed and when supplies are low. Outdoor duties could include raking, weeding, watering trees and flower beds, playground repairs, etc. When weather dictates, the custodian may be expected to clean snow and other debris from sidewalks.

Physical Requirements: Must be able to meet the above requirements with or without reasonable accommodations. It is also helpful to have manual dexterity, flexibility, and trunk strength when moving heavy furniture and lifting and arranging things.

Terms of Employment: 12-month employee

Evaluation: The performance of this job will be evaluated by the Head of Schools.

Application Procedures: For full consideration, email a letter of application, resume, and contact information for at least three references to Head of Schools [April Bickford](#). For more information about Summit Schools, please visit www.summitschools.org.

Summit Schools is committed to being an equal opportunity employer, and does not discriminate because of race, color, creed, gender, religion, national origin, disability, age, pregnancy, genetic predisposition or carrier status, marital status, or sexual orientation. Accommodations will be provided to qualified individuals requiring them.