



summit schools

brilliant beginnings, bright futures

Title: Custodian/Maintenance Worker

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 custodian/maintenance worker. The job of custodian/maintenance worker is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will ensure a safe, attractive, efficient and clean environment for the students and staff of Summit Schools. The position may be required to assist in other areas as requested.

Parameters:

- Fulltime Salary: \$35,680, benefits include insurance, paid holidays/PTO
- Starting Date: Immediately
- Hours: Monday-Friday, 9:30 a.m.-6:00 p.m.

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

Skills: The skills required of the custodian include reading comprehension skills, coordination skills, verbal 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 verbal 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, and maintenance tasks. Punctuality, attention to detail, being observant, time management, problem solving skills, and professional and personal responsibility are also expected. A custodian/maintenance worker is responsible for keeping the building clean and in orderly condition.

Duties/Responsibilities:

- Cleans/sanitizes desk/table tops, door handles, restroom fixtures.
- Replenishes stock in bathrooms.
- Empties trash receptacles daily. Cleans and sanitizes all receptacles as necessary. Removes trash from the building and places it in dumpsters outside of the building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer quarterly on tile floors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout the building daily.

- Cleans, polishes, and sanitizes fixtures in all restrooms daily including toilets, sinks, faucets, flush valves, dispensers and vents.
- Cleans and sanitizes restroom floors daily.
- Cleans and sanitizes the water fountain daily.
- Dusts window ledges, top of cubbies/shelves, and surfaces weekly.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which could include but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls, windows and blinds, recoating floors with wax and polishing of floors.
- Assists with setup and tear down for extra building functions.
- Operates machines or power tools related to grounds maintenance such as drill, sander, chainsaw, leaf blower, mower, snow blower, etc.
- Deep cleans and paints during school break periods.
- Cleans snow and other debris from sidewalks when weather dictates.
- Additional duties as assigned.

Physical Requirements:

Frequently climb, stoop, kneel, crouch, crawl, push/pull, carry and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out verbal and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling/reaching/handling, near visual acuity/depth perception. Ability to lift or move 56 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking. Ability to climb up an 8-ft ladder and perform custodial tasks ie; cleaning light fixtures. Ability to climb steps and work on uneven ground. A doctor's physical will be required.

Terms of Employment: 12-month employee

Evaluation: The performance of this job will be evaluated by the Direction of Business & Operations.

Application Procedures: For full consideration, email a letter of application, resume, and contact information for at least three references to Head of Schools [Ashley Weaver](#). 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.