



## GREENSBORO DAY SCHOOL

*Greensboro Day School's mission is to develop the intellectual, ethical, and interpersonal foundations students need to become constructive contributors to the world.*

# Custodian

### REPORTS TO:

Maintenance Supervisor

### FLSA JOB CLASSIFICATION:

Non-Exempt Position (Hourly), Part-time

### JOB PURPOSE:

The custodial position is primarily responsible to keep GDS's buildings functionally and aesthetically intact. The custodian will ensure the buildings are tidy, clean and well-maintained.

This position (Custodian) will model the GDS Community Cornerstones of Respect, Kindness, Integrity, and Responsibility.

### PRIMARY RESPONSIBILITIES:

- Performs general cleaning and janitorial duties in the common areas of the building
- Assists in cleaning and sanitizing restrooms and cafeteria
- Performs general cleaning and sanitizing of conference rooms, corridors and office areas
- Dusts file cabinets, bookcases, tables and other office furniture
- Ensures all classroom's trash bins are emptied, spot clean walls, vacuum carpets, clean and sanitize phones and clean black and/or white boards
- Maintains a neat and orderly custodial; ensures cleaning and maintenance supplies are stocked
- Washes windows
- Mops all hard surface floors in assigned areas
- Performs other related custodial duties as assigned
- Reports any maintenance or safety issues to maintenance supervisor
- Sweep, mop, vacuum floors
- Dust surfaces

- Clean desk, door knobs, white board
- Wipe down baseboards, doors, and walls
- Thoroughly clean teacher lounges seating, breakrooms, and bathrooms
- Sanitize all high touch areas and bathrooms

### **ADDITIONAL RESPONSIBILITIES:**

- Perform other duties as assigned by the Head of School

| GDS Cultural Competencies                                                                                                                                                                                                                                                                                        | GDS Employee Skills                                                                                                                                                                                                                                                                               |
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| <ul style="list-style-type: none"> <li>• Human-Centered</li> <li>• Data-Informed</li> <li>• Empathetic</li> <li>• Collaborative</li> <li>• Professionalism</li> <li>• Technologically Fluent</li> <li>• Adaptable &amp; Growth Mindset</li> <li>• Inclusive</li> <li>• Productive conflict resolution</li> </ul> | <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Welcoming</li> <li>• Respectful</li> <li>• Listens to Understand</li> <li>• Relationship-Focused</li> <li>• Student-Centered</li> <li>• Field Expertise</li> <li>• Coachable</li> <li>• Lifelong Learner</li> <li>• Kind</li> </ul> |

| Position Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <ul style="list-style-type: none"> <li>• High school diploma preferred or equivalent required.</li> <li>• 3+ years in custodian experience in a learning institute, or medical institute.</li> <li>• Evening hours availability .</li> <li>• Flexibility for coverage of other staff.</li> <li>• Flexibility for weekend hours due to special events being held on campus.</li> <li>• 4:00PM-8:00PM Schedule with flexibility for staying later if needed</li> </ul> |

**WORKING CONDITIONS**

Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

**PHYSICAL REQUIREMENTS**

Continuous physical activity. Requires at times, heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of the job.

**DIRECT REPORTS**

There are no direct reports for this position.