



Part time Temporary Custodian

POSITION CATEGORY: Part time hourly

SCHEDULE: 20 hours/wk starting at \$18 an hour

POSITION SUMMARY: The primary objective of the Custodian position is to maintain MLHS' facilities (physical plant) at a level that provides a positive and safe educational environment and portrays a positive image to students, parents, friends, faculty and the general public. It is important that the custodial positions work closely with the facility manager and maintenance positions to make the facilities and campus operate smoothly; therefore, communication and cooperation are essential.

ACCOUNTABILITY: The position of custodian reports directly to the facility manager and the Principal and indirectly to the Board of Control Building and Grounds Committee.

JOB DUTIES / REQUIREMENTS: This list is not intended to be a complete listing, but rather an indication of major areas of responsibility:

1. Maintain the facilities at a level equal to or above what is considered the "normal industry standard" (Bathrooms, classrooms, other rooms in school)
2. Work closely with Administration and faculty to ensure that any issues that could affect daily operations and/or educational activities are dealt with in a timely manner.
3. Be prepared to handle potentially hazardous materials such as cleaning materials, herbicides, etc.
4. Clean the commons during the lunch periods
5. Assist Food service in clean up of the commons.

REQUIREMENTS:

- Ability to communicate and deal tactfully with fellow employees, students, parents, vendors, contractors, etc.
- Attitude to conduct themselves in a helpful and welcoming manner in dealing with people.
- Ability to organize, multi-task, prioritize and work under pressure. (Situations that affect safety, educational environment, etc. must receive immediate attention.)
- Ability to follow written and verbal instructions.
- Physical ability to handle duties / tasks consistent with typical work activities of this position (e.g. lifting of materials, climbing ladders, working on lifts, utilization and maintenance of tools and equipment, etc.) and to work in confined spaces.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Maintain personal conduct consistent with doctrine of the WELS and guidelines in place for MLHS employees.
- Minimum of high school degree.