ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Custodian

REPORTS TO: Custodial Supervisor & Facilities Manager

PURPOSE OF POSITION:

- Keep buildings in clean and orderly condition

CLASSIFICATION: Non-Exempt

RESPONSIBILITIES AND PERFORMANCE STANDARDS:

- Clean assigned building areas
- Clean floors by sweeping, mopping, scrubbing, and vacuuming
- Clean furniture, walls, machines, and equipment
- Clean windows, glass partitions, mirrors
- Gather and empty trash and recycling
- Service, clean, and supply restrooms
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures
- Notify supervisor of concerns and needs for major repairs, supplies, etc.
- Other duties as assigned

POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- Organizational skills to complete daily tasks.
- Dependable and punctual.
- Interpersonal skills for working with ASMSA staff, students, and vendors.