

Centura Public Schools Job Description

Position Title:	Evening Custodian Job Description
Reports to:	Facilities Manager
Salary:	\$16/hr (commensurate with experience)
Benefits:	10 vacation days, 10 sick days, and 2 personal days Individual health and dental insurance A flexible summer schedule with 4 - 10 hour days per week

Description

Centura Public Schools is accepting applications for an Evening Custodian. The Evening Custodian is responsible for maintaining the cleanliness, safety, and overall upkeep of school facilities during evening hours. This position ensures that classrooms, offices, hallways, restrooms, and common areas are cleaned, sanitized, and well-maintained for the next day's activities. The custodian may also be tasked with minor maintenance duties and securing the premises at the end of the shift.

Key Responsibilities

Duties for this position include, but are not limited to:

- 1. Cleaning & Sanitizing:**
 - Sweep, mop, and vacuum floors in classrooms, hallways, restrooms, offices, and common areas.
 - Empty trash cans and replace liners in all areas.
 - Clean and sanitize restrooms, including sinks, toilets, mirrors, and restocking supplies (toilet paper, soap, etc.).
 - Wipe down and disinfect surfaces, desks, tables, and other high-contact areas.
 - Dust furniture, fixtures, and windowsills.
- 2. Minor Maintenance:**
 - Ensure all cleaning equipment is properly maintained and stored after use.
 - Monitor and report any potential safety hazards (broken windows, malfunctioning doors, etc.).
- 3. Building Security:**
 - Secure the building by locking doors and windows after school activities or meetings.
 - Ensure all rooms and entrances are properly locked and secured at the end of the shift.
- 4. Special Event Support:**
 - Assist with setup and cleanup for evening school events, such as meetings, sports, or community activities.
 - Ensure event spaces are cleaned and restored to their original condition post-event.
- 5. Safety Compliance:**
 - Adhere to all safety protocols, including the use of protective equipment and proper handling of cleaning chemicals.
 - Follow school district and facility safety guidelines to maintain a safe work environment.

6. Additional Duties:

- Respond to urgent cleaning or maintenance requests from staff, as needed.
- Support other custodial staff during larger cleaning projects or seasonal deep cleaning efforts.
- Perform other duties as assigned by the supervisor.

Qualifications

- High school diploma or equivalent preferred.
- Previous custodial or cleaning experience is preferred but not required.
- Ability to work independently with minimal supervision.
- Basic knowledge of cleaning methods and equipment.
- Strong attention to detail.
- Ability to follow instructions and complete tasks in a timely manner.

Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing				X
Walking				X
Sitting	X			
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing	X			
Driving	X			
Lifting 50# Max		X		
Carrying 50 ft.		X		
Manual Dexterity Tasks ¹			X	