

Eleanor Kolitz Hebrew Language Academy: Custodian Job Description

Work Schedule: 260 Days

Work Type: Regular Full-Time

Exempt: No

Pay : 11.00 to 13.50

EDUCATION AND EXPERIENCE:

High School Diploma or General Education Degree (GED); or one month related experience and/or training or equivalent combination of education and experience

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

PRIMARY PURPOSE SUMMARY

Maintain a safe and healthy academic and professional environment for students, teachers and administrators. Responsible for maintaining classrooms, offices and outdoor areas to ensure a clean and healthy setting.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Use proper techniques with the cleaning inside/outside of buildings, which includes floors, carpet, walls, glass windows, ceilings, water gutter and patio/walk areas.
2. Use proper techniques with grounds maintenance, which includes parking lots, fence lines, playground area and equipment, lawns, shrubs, trees and flowerbeds.
3. Use proper techniques in moving equipment, furniture and supplies weighing up to fifty pounds and ask for assistance with items weighing over fifty pounds.
4. Use safe techniques in light maintenance tasks such as painting, changing of globes, installing dispensers, carpentry and adjusting or repairing lockers.
5. Use safe and proper work/cleaning techniques including the usage of all inside/outside power equipment needed to support program.
6. Maintain and properly use personal protective equipment - Reports all accidents to facility administrator.
7. Assist with special projects, duties, as requested/assigned by the facility administration and/or.
8. Maintain confidentiality of information.
9. Report to work on time every day.
10. Perform all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination to include alcohol and drug testing
- Knowledge of minor repair techniques and building and grounds maintenance
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to understand instructions and communicate in basic English
- Ability to lift 100 pounds with assistance
- Ability to properly handle cleaning supplies
- Ability to speak effectively before groups of customers or employees of organization

TRAINING REQUIREMENTS:

Basic Training Provided by EKHLA. To include: - Floor Maintenance, Classroom Care, Hallways, Grounds, and general Custodial Care