



Crosslake Community School
35808 County Road 66
P.O. Box 1020
Crosslake, Minnesota 56442
218-692-5437

Crosslake Community Schools Job Description

Position:

Custodian/Maintenance

Location:

Crosslake Community School

FTE/ Hour Allotment:

1.0 FTE

Immediate Supervisor:

Director of Seat-Based Learning

Position Summary:

Responsible for the overall care, maintenance, safety and cleanliness of the school and grounds. The janitor role is integral to the smooth and successful cleaning operations of the entire campus to maintain a clean campus environment for our students and staff. They are heavily involved in the safe, smooth and successful day-to-day operations of the school.

The janitor is expected to be committed to and exemplify the values of the school. The janitor maintains a calm and professional demeanor at times that are unpleasant or face paced are imperative. The janitor is a team player who is able to adapt quickly to change and understands the importance of faithfulness and an eye for detail.

Essential Duties and Responsibilities:

- Supports the vision, mission and goals of the school
- Works with integrity, is a hardworking team player and focuses on student centered actions
- Works well alone or with the team
- Maintains confidentiality per FERPA
- Demonstrates understanding of and diligent action in faithful/responsible stewardship of the school community and resources.
- Works with school community to enhance a positive school culture via a tidy, appealing clean building and grounds

Responsibilities:

- Greet all who approach campus in a friendly, professional manner
- Promotes pleasant manner with staff, students and visitors
- Be available and accessible during work day for quick response time during
- Assist with assigned duties during emergency drills, procedures and actual incidences

- Accept requests from staff to make minor repairs in the building/classroom.
- Repairs/maintenance to include, but not limited to, tables/chairs or other office furniture, doors, plumbing (as allowed by non-certified plumber).
- Supervise and maintain inventory of cleaning and maintenance supplies and other equipment.
- Responsible for the ordering of necessary supplies in cooperation with the office manager.

HVAC:

- Monitor and adjust heating and cooling systems as needed.
- Monitor security and door operation (lock/unlock, alarms, etc.)
- Converse with LAKE foundation with best route of maintenance for large machines

Facility use:

- Set up for school functions in Gym and other areas per written request from event organizer or front office staff.
- Coordinate with front office staff and Executive Director on facility use.

Summer duties:

- Include, but not limited to: Painting, assistance in moving furniture, cleaning wall and window treatments, hanging or moving bulletin/white boards per teacher request, cleaning lockers, stripping/waxing/shampooing floors, gym floor maintenance.

Adhere to the following cleaning specifications

Cleaning specifications:

CLASSROOMS:

Daily - 5 Days Per Week:

Empty all trash and replace liners

Properly position all furniture

Vacuum all carpeted areas or damp mop hard floors

Dust or wipe student desks an open area of teacher desk

Follow Covid Protocol if in place or necessary

Weekly:

Empty recycling bins

High and low dusting/wiping: including whiteboards, ledges, cabinets

Remove fingerprints and marks from light switches, door frames, handles and other traffic area

Disinfect and clean sink, handles and faucet

Monthly:

Detail vacuum all carpeted corners, edges and under items (trash, chairs, desks, etc)

Wipe down ceiling vents

Dust window coverings and window sills if applicable

Yearly:

Clean all carpets

clean/strip/wax gymnasium floor

HALLWAYS AND ENTRANCES

Daily - 5 Days a Week:

Empty trash and replace liners if applicable
Vacuum all carpeted and tile areas
Spot clean windows on doors and windows
Sweep all locker bays and hallways
Spot clean locker bays and hallways if necessary
Follow COVID protocols as needed

Weekly:

Mop all hallways and locker bay areas
Sweep and mop stairwells
Sweep and mop under stairwells
Mop all tile areas near entrances
Wipe down window sills/shelves
Remove all fingerprints and marks from lightswitches and door frames and areas surrounding
Thoroughly clean glass doors and windows, polish handles if deemed necessary
Clean drinking fountains

Monthly:

High and low dusting: behind doors, lights, vents
Detail vacuum with crevice tool - corners - near wall and locker edges
Detail vacuum with crevice tool - entry corners

Quarterly:

Wipe down hall walls - shoulder height and below

OFFICES: Main Office and Offices, Nurse, Social Worker, Computer tech, Break Room

Daily - 5 Days a Week:

Empty trash and replace liners
Spot clean doors and windows next to office doors
Vacuum main reception area
Clean and disinfect nurse sink
Follow COVID protocol as necessary or required

Weekly:

Vacuum all office floors
Sweep and mop breakroom
Wipe, clean and disinfect break room sink

Monthly:

Detail vacuum with crevice tool - edges near walls, under desks and tables, under counter
Wipe down ceiling vents and lights

BATHROOMS: Student and Adult

Daily - 5 Days a Week:

Empty all trash and replace liners
Empty sanitary containers, replace bag, wipe down as needed

Clean mirrors

Clean and disinfect all sinks, toilet bowls and urinals using appropriate solutions and brushes

Disinfect underside and top of toilet seats

Spot clean tile walls, walls around sinks and toilet partitions, wash walls around air door and walls underneath hand dryers

Refill soap, toilet paper and paper towels if available

Weekly:

Pour hot water and necessary treatment into all floor drains

Wipe down entire bathroom partition

Monthly:

Wipe down all wall tiles

Detail vacuum behind toilets, next to wall, behind door

KITCHEN AND LUNCHROOM

Daily - 5 days a week:

Wipe all tables after each lunch shift

Clean up large amounts of obvious food or trash between lunch shifts

Be available to assist lunchroom aids with spills and other issues

After breakfast and lunch shift: wipe down tables, fold and put away as needed

Wipe down, stack and put away chairs as needed

Wipe up excess messes before sweeping and mopping entire lunchroom area

Clean kitchen as directed by food service coordinator

Floors, appliances, etc

OUTDOOR landscaping/groundskeeping

Consult and monitor landscaping grounds crews. Set schedule for mowing, sprinklers, snow removal

Shovel front entry walkway, primary wing, middle school door, and kitchen entry

Rake and maintain shrubbery and flowers as needed or service not provided by grounds service

OTHER

As directed by in person director

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(previous job description follows) - **keep old description for now to compare with custodial staff perhaps**

Division: Support Staff (Non-certified)

Qualifications: -High School Diploma or equivalent

-General knowledge of cleaning product and uses

-Simple plumbing

-Ability to perform minor maintenance duties

Responsible for the overall care, maintenance, safety and cleanliness of the school and grounds.

*Performance Responsibilities*

*Cleaning/maintenance:*

*Develop and follow weekly/daily cleaning schedule (see attached).*

*Accept requests from staff to make minor repairs in the building/classroom.*

*Repairs/maintenance to include, but not limited to, tables/chairs or other office furniture, doors, plumbing (as allowed by non-certified plumber).*

*Supervise inventory of cleaning and maintenance supplies.*

*Responsible for the ordering of necessary supplies in cooperation with office manager.*

*Maintain inventory of cleaning supplies and other equipment.*

*Monitor, clean and provide support as needed for all school facilities and equipment.*

**HVAC:**

*Monitor and adjust heating and cooling systems as needed.*

*Monitor security and door operation (lock/unlock, alarms, etc.)*

**Facility use:**

*Set up for school functions in Gym and other areas per written request from event organizer or front office staff.*

*Coordinate with front office staff and Executive Director on facility use.*

*Set up and take down tables and chairs for breakfast and lunch.*

*Clean up following lunch daily.*

**Grounds keeping:**

*Coordinate lawn maintenance work with contracted service.*

*Coordinate snow removal work with contracted service.*

*Periodically check the grounds for needed repair, care, upgrades, etc.*

**Summer duties:**

*Include, but not limited to: Painting, assistance in moving furniture, cleaning wall and window treatments, hanging or moving bulletin/white boards per teacher request, cleaning lockers, stripping/waxing/shampooing floors, gym floor maintenance.*

**Reports to:** Executive Director

**Work Conditions:** Normal custodial duties, some heavy lifting may be required.

**Evaluation:**

*Performed by the Executive Director in accordance with provisions of the Board's policy on evaluation of Support Staff.*

**Frequency Chart:**

| Required to:       | Never<br>0% of time | Occasionally<br>1-33% of time | Frequently<br>34-66% of time | Continuously<br>66-100% of time |
|--------------------|---------------------|-------------------------------|------------------------------|---------------------------------|
| Stand              |                     | X                             |                              |                                 |
| Walk               |                     | X                             | X                            |                                 |
| Sit                |                     | X                             |                              |                                 |
| Use hands          |                     | X                             | X                            |                                 |
| Reach (hands/arms) |                     | X                             |                              |                                 |
| Climb/Balance      |                     | X                             |                              |                                 |
| Kneel/Crouch/      |                     | X                             |                              |                                 |

|             |  |   |   |  |
|-------------|--|---|---|--|
| Crawl       |  |   |   |  |
| Talk        |  |   | X |  |
| Hear        |  |   | X |  |
| Taste/Smell |  | X |   |  |

| Required to Lift: | Never<br>0% of time | Occasionally<br>1-33% of time | Frequently<br>34-66% of time | Continuously<br>66-100% of time |
|-------------------|---------------------|-------------------------------|------------------------------|---------------------------------|
| Up to 10 lbs      |                     | X                             |                              |                                 |
| Up to 25 lbs      |                     | X                             |                              |                                 |
| Up to 50 lbs      |                     | X                             |                              |                                 |
| Up to 75 lbs      | X                   |                               |                              |                                 |
| Up to 100 lbs     | X                   |                               |                              |                                 |
| More than 100 lbs | X                   |                               |                              |                                 |

**Salary or Hourly Range:**

\$ to \$

**Work Schedule and Agreement:**

- Number of Days: (ask Jodi for specifics-Doug has different hours than Aiyana) **yes - all will discuss!**
- Hours per day: 8; ?????? general business hours are ??????
- Expected Hours: School Days and Professional Development Days plus scheduled days in collaboration with the Executive Director

**Revised:**

**7/7/2021**