



<b>Immediate Supervisor</b>	Facilities Director	<b>FTE</b>	0.2-1.0	<b>FLSA Status</b>	Non-Exempt
<b>Position Summary</b>					
Work related to the efficient performance of general cleaning and routine maintenance tasks. The job requires thorough execution of simple cleaning tasks, which follow an established routine.					

**Basic Duties and Responsibilities**

- Performs general cleaning and other duties, following PACT Charter School’s custodial guidelines, in order to provide the students, staff and families a safe environment.
- Opens buildings, prepares the building inside and out for daily use.
- Performs routine preventative maintenance, minor repairs; reports major repairs observed & needed to supervisor.
- Develops and follows-through on a routine schedule of duties needed to facilitate the operation of the school (e.g. clean lunchroom, mop mud/water in entries, clean common areas and restrooms prior to sport or special events).
- Restocks paper products and hand soap throughout the building as needed.
- Responds to emergency situations in order to confine, resolve or prevent injuries due to hazardous conditions (i.e. spills, broken glass and weather related issues).
- Maintains an adequate inventory of cleaning supplies. Inventories and distributes custodial supplies, cleaning supplies and equipment. Notifies Supervisor when stock is low.
- Mixes, blends and uses appropriate cleaning chemicals and solutions in productive and safe concentrations in appropriate containers according to the manufacturer’s instructions.
- Replaces light bulbs and ballast, reports all safety hazards to supervisor.
- Floor care: Strips and refinishes VCT flooring as needed. Vacuums and cleans carpets, dust mops floors and burnishes all hard floors regularly. Operates wet/dry vacuum to extract water and dirt from carpets when needed. Uses auto scrubber and other approved tools to maintain hard flooring. Uses appropriate tools to reapply finish to hard floor surfaces.
- Receives deliveries, notifies supervisor of arrival, inventories the contents and delivers items to the appropriate person/s and may be tasked with items storage.
- Performs interior and exterior painting on building, structures and furnishings (as approved or assigned).
- Dust and cleans with appropriate chemicals.
- Empties and sanitizes trash containers, following the appropriate procedure for the storage and disposal of trash, rubbish and waste.
- Works with the facilities coordinator and the administrative office manager for locker reassignments, and occasionally assists students when locker needs arise.
- Establishes and sets priorities based on the needs and urgency of the situation, always keeping health and safety the first priority.
- Knowledge of occupational hazards and ability to maintain safety and security of assigned work areas.
- Attends meetings and/or trainings for the purpose of maintaining skills and/or meeting OSHA safety requirements.
- Performs errands and other duties as requested by the supervisor.

**Systems Upkeep**

- Performs routine maintenance on facility custodial equipment , such as changing vacuum cleaner belts and bags and maintaining batteries in the auto scrubber/scissors lift. Cleans and maintains equipment and tools after use and maintains cleanliness and order in storage area(s).
- Checks and keeps records of all equipment battery changes, fire extinguishers, and emergency lighting systems for damage or operational problems. Reports needed repairs to the supervisor.

- Monitors building temperatures and reports any deviations or failures to the supervisor. Ensures building heating and cooling schedules are turning off/on at appropriate times. Checks HVAC gauges to ensure the system is operating within established limits.
- Reports equipment malfunctions and facility maintenance needs, including playground equipment repair needs to the supervisor.
- Maintains and distributes records, mileage logs, and reports in a timely manner to the appropriate personnel.

**Exterior Duties and Responsibilities**

- Sweeps sidewalks, clears spider webs and debris from doors and windows.
- Removes ice and snow from entrances, emergency exits and sidewalks as required.
- Cuts grass, trims shrubs, waters plants and performs other related duties on the grounds as needed or assigned.
- Performs and logs inspections on playground equipment as scheduled.

**Activity Preparations**

- Locks and unlocks rooms for employees and/or outside groups using the facility.
- Assists with the security of the school, reporting individuals who are on the site without an approved purpose.
- Sets up furniture and equipment needed for special events, meetings and classes. Cleans up after special events.

**Work Requirements and Characteristics**

**QUALIFICATIONS: Individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions**

Education and Experience	Skill Requirements
<ul style="list-style-type: none"> <li>• High School Diploma or GED, technical school or trade school OR</li> <li>• Six months to one year related experience OR</li> <li>• Equivalent combination of education and experience</li> <li>• Experience working in a school related field desired.</li> <li>• A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to read and interpret documents.</li> <li>• Knowledge of building systems, facility operations, and maintenance, preferably in the K-12 school environment.</li> <li>• Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations</li> <li>• General experience in one or more of the following areas: electrical, carpentry, plumbing, paving or masonry work, grounds maintenance, general building construction, and maintenance.</li> <li>• Knowledge, skills and ability in effective communication, problem solving, conflict resolution, and emergency management.</li> <li>• Ability or willingness to learn/understand computer programs for spreadsheets, letters, e-mail and other written communications such as Microsoft Office, Google Drive, and facility management software.</li> <li>• Ability to lift or move heavy objects, climb ladders, and manage work requiring heights.</li> </ul>

<b>Hazardous Working Conditions and/or Exposure</b>	See Physical Demands & Working Environment Chart
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**Approval**

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

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Employee Signature

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Date

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Human Resource Specialist Signature

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Date