

Desired Start Date: ASAP

Custodian

Monthly Position

FLSA: Nonexempt

FTE: 1.00000 , **Hours/Day:** 8.000 , **Days/Year:** 260

Hourly Rate: \$18.00, **Annual Rate:** \$37,440 Effective as of: ASAP

****Annual salary noted above is based on an 8 hour day and full days worked calendar. Any position that is less than a full FTE/8 hours per day or late start will be prorated accordingly.**

PRE-EMPLOYMENT REQUIREMENT

The successful new hire or rehired candidate will be responsible to complete and incur the fingerprinting and processing fee of \$54.50 through an appropriate fingerprinting vendor and the Colorado Bureau of Investigation, within 48 hours of offer acceptance.

RESPONSIBILITIES

SUMMARY: Maintain cleanliness of school building and grounds, and ensure a safe and pleasant learning environment for students, staff, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Vacuum, sweep, dust/wash, remove trash, mop, and sanitize school restrooms, equipment, and/or property.

Respond to requests from Facility Manager or Head Custodian to repair items and attend to emergencies or security problems.

Set-up and disassemble furniture and/or property used for activities on the school site.

Rearrange and move heavy equipment and furniture.

Remove weeds and litter from fence lines and grounds.

Sweep sidewalks and play pads.

Secure buildings and report to security prior to ending shift.

Clean and change floor level filters on building equipment.

Shampoo and extract carpets; remove floor finishes and reapply.

Mow, water, spray, and fertilize lawns; operate landscape equipment.

Remove snow from designated areas; operate snow removal equipment.

Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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 TRAINING: High school diploma/GED preferred.

EXPERIENCE: No experience required.

SKILLS, KNOWLEDGE, & EQUIPMENT: Communication and basic math, language, and writing skills. Must have good communication skills and be able to relate positively and cooperatively with staff, students and the community. Operating knowledge of all custodial indoor and outdoor equipment within one year of hire date. Responsible for custodial functions of housekeeping, sanitation and security of the schools building, grounds and equipment. May be required to work flexible hours.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. May act as a resource by relaying information or providing training to new hires in the absence of the Facility Manager or Head Custodian.

CONTACTS: Daily contact with persons in same work unit/building to resolve problems or negotiate matters, with students and parents to maintain relationships, and with the general public to furnish information. Weekly contact with persons in other departments/buildings to furnish or obtain information. Contact with citizen or public organizations to provide a service when required.

SAFETY TO SELF AND OTHERS: High exposure to self to bruises due to maintaining/fixing building property, cuts due to disposing of broken glass, chemical burns due to cleaning chemicals, and disease due to disposing of bodily fluids. Also, high exposure to the same hazards for others if person in this position does not respond timely to accidents, broken equipment, or other hazards, or does not properly dispose of or maintain hazardous materials. High exposure to self to back injury and repetitive motion injury due to daily tasks. Medium exposure to self to fractured bones due to falling or slipping off ladders, hernia due to lifting heavy objects, loss of limb due to motorized equipment, and loss of sight due to handling chemicals. Medium exposure to fractured bones to others due to a person in this position improperly maintaining property. Low exposure to heat burns, disfigurement, and fatality due to motorized

equipment.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to climb or balance; stoop, kneel, or crouch; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock, and vibration. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to coordinate and use interpersonal skills. Employee must be able to work independently. Frequently required to compare, analyze, communicate, compute, evaluate, compile, and negotiate.

JUDGMENT AND DECISION MAKING: Work is assigned by Facility Manager, Head Custodian, or Principal. This position requires sound judgment and quick action to ensure the safety and health of all occupants of the school building or grounds at all times. Errors in decision making could lead to safety or health hazards for students, staff, and the general public. Decision making requires collaboration with Head Custodian or Facility Manager, Principal, staff, and co-workers. Supervisor/Manager is occasionally involved in decision making.

DIVERSITY OF DUTIES: Duties require cross-training in the operation and location of emergency shut-off valves, basic equipment maintenance, landscaping, painting, and security. Duties and actions impact individuals within the assigned building and grounds.

SALARY

Hourly Rate: \$18.00, **Annual Rate:** \$37,440

BENEFITS

Health care, dental and vision are offered

EQUAL EMPLOYMENT OPPORTUNITY

Addenbrooke Classical academy does not discriminate on the basis of disability, race, color, creed, religion, national origin, age, sexual orientation, marital status, political affiliation, pregnancy, or gender.

Apply For Job

Contact: Please send your applications to efiadonu@addenbrooke.org and sspenser@addenbrooke.org