

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

District Administration Center Custodian

Supervisor: Operations Administrators

FLSA Status: Non-Exempt **Employee Group:** Custodial/Property Services

Qualifications:

1. High School diploma or equivalent
2. Physically able to perform the duties of the position, with or without accommodations
3. Ability to read basic operating instructions and write reports
4. Ability to complete work independently
5. Physically able to lift objects up to fifty (50) lbs with or without accommodations

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Clean and maintain safe building exterior, interior and premises.
2. Follow assigned cleaning schedule.
3. Report building maintenance needs to supervisor.
4. Open and close assigned building.
5. Submit work requests to supervisor.
6. Conduct weekend and holiday building checks.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to

academic excellence and the development of strong character in a safe and respectful learning environment.