

**Position: Custodian**

**Job Status: Grade 4, Step depending on experience and qualifications**

**I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

**II. Minimum Qualifications:**

- Must be an individual with physical conditions adequate to meet the requirements of a full day's labor
- Must be able to lift and move items related to an office and school environment
- Must be capable of learning the necessary skills for good building maintenance
- Must have an acceptable work history and demonstrate a desire to work
- Must be able to lift at least 40 pounds

**III. Specific Responsibilities:**

1. Perform general cleaning and maintenance duties
2. Does minor repairs and renovations in and around buildings
3. Assumes responsibility for security of all materials and property in the building or building assigned

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Custodian

Waco Charter School

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4. Assumes housekeeping duties which includes mopping, disinfecting classrooms as needed and cleaning bathrooms daily
5. Washes children's cots as often as necessary and gives the classroom floor a general cleaning weekly
6. Buff and wax floors
7. Move furniture related to campus operations
8. Maintains a pleasant disposition with coworkers, children, and general public
9. Performs other duties as assigned

**Immediate Supervisor:** Administrative Assistant/Charter School Principal

**Date of Approval** \_\_\_\_\_