

**LOGOS ACADEMY**  
**JOB DESCRIPTION for CUSTODIAN**

Created Date: 5/3/16 (BDP)

**Title:** Custodian (Non-Exempt, 10-month, Part-Time)

**Reports To:** Facilities Manager

Minimum Requirements

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 4C's: Christ-centered, culturally diverse, community-minded, and classically educated
- Education: At least a High School Diploma or its equivalent
- Communication skills, able to work well in a team
- Desire to be trained in maintenance and construction skills
- Ability to lift 40 lbs and use ladders
- Ability to assist the Operations Manager with maintenance needs
- Ability to keep and organize inventory

Major Responsibilities:

1. Care of Facilities
  - a. Disinfect all high touch areas in the entrance way and hallways (door knobs, light switches, handrails, lockers, workroom, staff lounge)
  - b. General cleanliness and light maintenance of the building
  - c. Cleanup of spills and bodily fluids
  - d. Removal of all building trash and recycling
  - e. Organizing and maintaining janitorial supplies
  - f. Grounds work as needed
  - g. Responding to reported insect sightings
  - h. Clean lobby windows daily
  - i. Works closely and with facilities manager to assure the facility is prepared for events
  
3. Miscellaneous Duties
  - a. Assist with dismissal as a crossing guard
  - b. Moving furniture (desks, tables, chairs)
  - c. Light snow removal and salting
  - d. Serve as a Logos Academy attendant for maintenance contractors who do not have clearances