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Evening Custodian Job Description

Position Overview

The Evening Custodian maintains and protects our facility through diligent cleaning of all spaces. Reporting directly to the Associate Head of School for Operations, and working in communication with the Facilities Manager, the ideal candidate will have experience as a cleaning person or custodian focused on building upkeep and will have a keen eye for detail.

Specific Responsibilities

- Ensure spaces are prepared for the next school day through furniture arrangement, trash and recycling removal
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restocking disposables (e.g. soap)
- Clean mirrors and windows
- Additional facility upkeep as needed, particularly before and after significant school events
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm

Starting Date: August 15, 2019

Status: Part-Time, 15-20 hours per week

To apply: Send cover letter, resume, and references to John Schatz, Associate Head of School for Operations at jschatz@charlemont.org or visit www.charlemont.org/employment