



## Appomattox Regional Governor's School

“Nurturing gifted and talented creative thinkers in the fine, performing and technological arts.”

### POSITION DESCRIPTION

**Date:** August 21, 2019

**Job Title:** Custodian

**Work Location:** ARGS – High School 9<sup>th</sup> – 12<sup>th</sup> Grades

**Immediate Supervisor:** Executive Director

**Terms of Employment:** Part-time

#### **General Description:**

Position is responsible for general cleaning duties of a high school building. Tasks performed are specific with recurring assignments and are performed under general supervision of Facility Coordinator. May be required to work occasional weekends. Will be required to work Monday – Friday evenings shift during the school year and day shift during the summer months.

#### **Essential Job Functions:**

- Performs general cleaning duties to include inside fixtures, floors, walls, and windows.
- Performs cleaning duties to include moving furniture, trash removal, and strip, wax and buff floors.
- Monitors cafeteria, halls and restrooms to ensure cleanliness and adequate stock levels.
- Maintain floors, clean restrooms, clean mirrors and empty trash.
- Secure building where applicable.
- Perform cleaning duties for after-school and weekend activities.
- Set-up and break-down tables for school events.
- Unlock and lock facilities as required.

- Reports maintenance issues and preventative repairs to Facility Coordinator daily.
- Performs other related duties as assigned.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger; reach with hands and arms; talk and hear. The employee is required to stand, walk and sit. May require frequent lifting up to 45 pounds, moving up to 75 pounds and the operation of commercial cleaning equipment. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**Work Environment:**

Work is performed in a public school. The noise level in the work environment varies.

**Knowledge/Skills/Abilities:**

- Working knowledge of proper cleaning techniques and cleaning standards. Ability to operate commercial cleaning equipment.
- Requires the ability to read, communicate, understand and follow written instructions; write simple sentences, and comprehend labeling on products.
- Ability to work safely and efficiently with machinery. Basic computer and keyboarding skills.

**Requirements:**

Valid Virginia Driver's License or identification card. Education, training, or experience sufficient to demonstrate the required knowledge, skills and abilities. Applicant considered for employment must successfully complete the following background investigations/tests:

- Federal Bureau of Investigation (FBI) Criminal History Investigation
- State Police Criminal History Investigation
- Child Protective Services (CPS) Investigation
- Tuberculosis Screening

**Submit ARGS employment application, resume and three signed letters of recommendation to: Mrs. Veronica A. Kouassi Small, Assistant Director at (804) 722-0200 ext. 110 or email [vkouassi-small@args.us](mailto:vkouassi-small@args.us).**

**Position will be open until filled.**