



Appomattox Regional Governor's School

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

POSITION DESCRIPTION

Date: June 16, 2022

Job Title: Custodian

Work Location: ARGS – High School

Supervisors: Director/Assistant Director/Facility Coordinator

Terms of Employment: Full-time/Night

General Description:

Position is responsible for general cleaning duties of a high school building. Tasks performed are specific with recurring assignments performed under general supervision of the Facility Coordinator. Work schedule: Monday – Friday 3:00 p.m. – 11:00 p.m. May be required to work occasional weekends.

Essential Job Functions:

- Perform general cleaning duties: inside fixtures, floors, walls, and windows.
- Performs cleaning duties to include moving furniture, trash removal, and strip, wax and buff floors.
- Clean and monitor cafeteria, halls and restrooms to ensure cleanliness and adequately stocked.
- Maintain floors, clean restrooms, clean mirrors and empty trash.
- Secure building where applicable.
- Provide custodian support for after-school and weekend activities.
- Set-up and tear-down for school events.
- Unlock and lock facilities as required.
- Reports maintenance issues and preventative repairs daily.
- Performs other related duties as assigned.

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:

Education, training, or experience sufficient to demonstrate the required knowledge, skills and abilities. Applicant considered for employment must successfully complete the following background investigations/test:

- State Police Criminal History Investigation
- Child Protective Services (CPS) Investigation
- Tuberculosis Screening

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.

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

Position will be open until filled.