

CUSTODIAN/HOUSEKEEPER
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Shift Supervisor

PRIMARY RESPONSIBILITIES:

Housekeepers are responsible for the repair, maintenance, and cleanliness in an effort to promote health and safety while reducing the spread of infection, as well as the safety of all school facilities. These additional duties may include, but are not limited to, general building and grounds maintenance and/or other assignments designated by the shift supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- A High School diploma or G.E.D., and over 18 years of age
- Follow and complete the school's daily, weekly, bi-weekly, monthly, and quarterly cleaning schedules
- Conduct floor maintenance (including sweeping, dust mopping, damp mopping, machine scrubbing, buffing, top scrubbing, stripping, and waxing of flooring)
- Vacuum carpets and entry mats
- Perform carpet extraction
- Perform bonnet cleaning
- Clean and disinfect restrooms
- Perform routine cleaning in classrooms, offices, restrooms and corridors
- Restock custodial supplies
- Report suspicious and/or illegal activities
- Communicate equipment and/or facilities repair needs to shift supervisor
- Perform set ups and breakdowns for special events
- Frequently lifting and/or moving up to 50 pounds is required and lifting and/or moving up to 100 pounds is required occasionally

ADDITIONAL REQUIREMENTS:

- Effective written and oral communication skills commensurate with the responsibilities of the position
- Ability to follow oral and written instructions
- Must have effective organizational, problem solving, and time management skills
- Energetic & self-motivated
- Knowledge of various cleaning methods, disinfectants, materials and equipment
- Knowledge of cleaning and care of equipment and work areas
- Flexibility and patience is desired
- Must be flexible to work overtime, weekends and other shifts as needed
- Ability to establish and maintain working relations with supervisors, co-workers, faculty and staff
- Reliable transportation
- Ability to estimate and request supplies when needed
- Assist in inventory control
- Assist in snow removal
- Perform other duties as assigned by the Director of Facilities

Candidates interested in applying for the Custodian/Housekeeping position should send a resume and letter of interest via email to the following:

Director of Facilities

Mike Basham

mbasham@louisvillecollegiate.org