



Ball Charter Schools

1835 W. Chandler Blvd | BallCharterSchools.org

JOB TITLE: Elementary School Custodian

REPORTS TO: Principal

FLSA STATUS: Non-Exempt

CATEGORY: Regular, Full-time, 12-months

PAY RANGE: \$16.00/hr. and up (depending on experience)

CAMPUS: Val Vista Academy

LOCATION: Gilbert, AZ

SUMMARY

DESCRIPTION: The Elementary School Custodian performs basic cleaning, sanitation, and minor maintenance of the school building, equipment, and furnishings of the school and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, and general upkeep of the facility and property, etc. to ensure a safe school and working environment.

EDUCATION/ CERTIFICATIONS:

Experience, Education, & Licensure

- High School Diploma or equivalent.
- Basic math skills.
- Valid Arizona IVP card.
- CTE courses may be preferred for jobs involving repair work.

SUMMARY OF QUALIFICATIONS:

- Knowledge of standard cleaning methods and procedures, including correct use of Personal Protective Equipment (PPE).
- Ability to stand, walk, and bend for many hours.
- Ability to perform repetitive motion for long periods of time.
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions.
- Background in handling, mixing, and using cleaning chemicals.
- Knowledge of occupational hazards safety rules.
- Communication skills.
- Ability to lift heavy objects, climb ladders and work at particular heights.



Dobson Academy



Hearn Academy



Val Vista Academy



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ESSENTIAL DUTIES:

- Inspects the building for potential hazards, such as slippery floors or damaged equipment, and corrects them promptly.
- Ensures the safety of everyone on campus by assisting with preparations for emergencies, implementing safety protocols, and maintaining fire extinguishers, alarms, and emergency exits.
- Performs routine maintenance activities.
- Keeps the building and property in clean and orderly condition.
- Performs heavy cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Maintains a clean, safe, and sanitized facility via tasks that include but are not limited to windows, floors, sanitized bathrooms, deep cleaning after excessive illnesses, sanitized health office, etc.
- Scrubs, sanitizes, and supplies restroom facilities, including responding promptly to emergency spills and hazards.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Cleans and polishes fixtures and furniture.
- Shampoos or steam-cleans carpets and rugs.
- Cleans and polishes furniture and fixtures.
- Manages inventory of cleaning supplies.
- Drives vehicles required to perform or travel to cleaning work, including industrial trucks, vans, or industrial vacuum cleaners.
- Notifies managers regarding the need for repairs or additions to building operating systems.
- All other duties as assigned.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is regularly required to talk or hear and noise level is usually moderate but sometimes loud. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions and extreme heat.

(v.2) pending Governing Board approval.

12.19.2023



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