

## **School Custodian**

Start Date: July 1, 2025

Requirements: Basic written and oral communication and math skills. HS Diploma or GED preferred, but not required. Three (3) years of verifiable experience in the custodial field and extensive knowledge of custodial duties preferred.

Personal Skills: Must possess the ability to organize, self-direct, and follow a daily schedule of required tasks. Must be able to physically perform standard tasks of the position. Must be able to lift materials and equipment weighing a maximum of 75 pounds. Demonstrates enthusiasm towards job assignments; positive, pleasant attitude, personality and demeanor. Good daily attendance.

### Responsibilities

Primary Function: Maintaining cleanliness and order through regular maintenance of the school's facilities and grounds.

#### PERFORMANCE RESPONSIBILITIES:

- Cleans and maintains restrooms, classrooms, administrative offices, cafeteria, auditorium, gymnasium, locker rooms and other areas.
- Disposes of garbage and trash as needed.
- Performs minor building maintenance as required, such as changing light bulbs, air filters and other minor repairs.
- Inventories equipment and supplies and orders these as needed.
- Maintains school grounds and other areas. Sets up tables/chairs for special events
- Transports supplies and equipment as directed.
- Supervises truck deliveries to the school and ensures deliveries are completed.
- Attends training classes as required.
- Any other assignments as directed by the administration.

Interested candidates should send a completed application to [kcroft@westwoodschoools.org](mailto:kcroft@westwoodschoools.org) or turn into the school office.