

Lakeway Christian Schools

Cornerstone Academy

TITLE: Janitor

QUALIFICATIONS:

1. High School Diploma or its equivalent, associate or bachelor's degree preferred
2. Must maintain confidentiality at all times
3. Knowledge and practical experience regarding basic computer skills, including Microsoft Office
4. Polite, courteous and tactful with other staff and parents
5. High moral character and good attendance record
6. Must be able to lift and store furniture and other heavy items

REPORTS TO: Facilities Manager

POSITION OVERVIEW: Provide janitorial support for all school needs. This would include nightly as well as monthly and annual cleaning of all school properties.

PRIMARY RESPONSIBILITIES:

1. Maintain cleanliness of floors and carpeted areas throughout the school.
2. Clean gym floor twice/monthly and for athletic and special events.
3. Clean kitchen floor with pressure washer system as needed.
4. Use the Floor buffer to clean atrium floor weekly.
5. Remove trash daily from hallways, classrooms, and common areas.
6. Set-up and break-down furniture to clean floors as needed (Cafe, Atrium, etc.).
7. Take lost items to Lost & Found located in the office.
8. Ensure all doors are shut and locked with lights off at the end of shift. Any safety issues should be documented and reported.
9. Daily Schedule:
 - a. Mon-Fri: sweep hallways and Atrium, vacuum all entrances with carpet/rugs, empty trash.
10. Weekly Schedule:
 - a. Monday: mop and buff atrium floor
 - b. Tuesday: sweep classrooms and mop Pre-K and Kindergarten classrooms. If time allows, other classrooms are mopped
 - c. Wednesday: mop all hallways and classrooms as needed
 - d. Thursday: vacuum all carpet areas (offices, library, band, Chapel)
 - e. Friday: mopping of cafe and clean kitchen or gym
 - f. Saturday: catch up day if anything was missed during the week.
11. Other duties as assigned.

TERMS OF EMPLOYMENT: 12 Month Position
8 hours per day and as needed hours for athletic and other
after hours events
Salary per negotiated agreement

EVALUATION: Annually by the Facilities Manager