



Job Title: Custodian
Department: Facilities
Reports To: Director of Facilities & Custodial Supervisor
Status: Staff, Non-exempt/hourly, Full-time, Benefited

POSITION SUMMARY

Perform a wide variety of custodial duties for The Webb Schools campus. The following duties take place in classrooms, offices, common indoor and outdoor areas, dorms, the health center, and similar buildings throughout campus. Duties include, but are not limited to:

- Clean and sanitize restrooms/bathrooms/dormitory rooms, classrooms, offices, etc... using established practices and procedure.
- Clean and wax carpet as needed.
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Wash walls and equipment; use ladders (up to 8ft high) when required in work assignments.
- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
- Follow instructions regarding the use of chemicals and supplies. Use as directed. Perform cleaning and related activities such as removing dirt or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
- Performs routine maintenance to custodial equipment and supplies.
- Attend safety meetings and other related meetings.
- Complete work orders.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels; for positions within on-campus residence halls.
- Enforce and support policies established by the Director of Facilities.
- Performs miscellaneous and additional job-related duties as assigned.

SKILLS & EXPERIENCE REQUIRED

- Education or Equivalent Experience: High School Diploma or GED.
- Supervisor/Managerial Experience: None.
- Function Specific Experience: one or more years.
- Must be able to effectively communicate with other maintenance personnel, campus faculty and staff.

PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students in loco parentis.

- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Exhibits flexibility and adaptability to change as needed.

REQUIREMENTS

A valid California driver license with a satisfactory driving record is required. A criminal background check must be successfully completed before employment can begin.

PHYSICAL REQUIREMENTS

Work is performed in an area that is adequately lighted and ventilated. Specific physical characteristics and abilities are required to perform the work such as agility, dexterity, and long periods of walking, standing, bending, carrying, or lifting supplies and equipment weighing up to 50 pounds or more. Wears protective clothing required by the work environment and governmental regulations.

Interested candidates should send their résumé to, or request an application from:

Rachelle Sesma, Director of Human Resources

careers@webb.org

Fax: (909) 482-5272

This position is "at will". This means that both Webb and the hired employee have the right to terminate their employment relationship at any time, with or without advance notice, and with or without cause. There is no employment contract, actual or implied.

The Webb Schools are an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law.

www.webb.org