



# CUSTODIAN

The Academy Custodian protects our facilities and maintains them in a condition that reflects the mission of the Academy. This is a full-time position with salary dependent on experience and qualifications. The Custodian reports to the Office Manager. Applicants should send a resume to [hr@seacoastclassical.org](mailto:hr@seacoastclassical.org).

## QUALIFICATIONS OF THE CUSTODIAN

- Understands and is committed to the Vision, Mission, and Virtues of the Academy
- Experience as custodian, janitor, or similar role
- Knowledge of safe disposal of chemical liquids and other hazardous substances
- Familiarity with basic handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength
- High school diploma

## RESPONSIBILITIES OF THE CUSTODIAN

- Maintain the safety and security of the schoolhouse and the outer premises including building perimeter, play areas, and sheds.
- Maintain cleanliness, orderliness, and functionality of all interior spaces, fixtures, furniture, and outer premises.
- Perform minor repairs and installations.
- Report major damages and oversee repairs of these.
- Contribute to scholar-related operations, for example, monitoring lunch.
- Set up and break down for regular operations and special events.
- Move heavy or unwieldy objects.
- Maintain stocks of custodial supplies.
- Properly dispose of all waste.
- Prevent and remediate pest infestations.
- Perform all duties in accordance with the Academy's Facilities Maintenance Plan.
- Wear suitable work attire including an Academy-branded shirt.
- Perform other duties before, during, or after school, as assigned by the Office Manager.