



CUSTODIAN JOB DESCRIPTION

POSITION / JOB TITLE: CUSTODIAN

COR CLASSIFICATION: FEMEIE DE SERVICIU - 911201

SCHOOL DIVISION: FACILITIES

REPORTS TO / SUPERVISED BY: CUSTODIAN SUPERVISOR / FACILITIES DIRECTOR

SUMMARY OF THE JOB:

The Cleaning staff ensure and maintain a clean and healthy environment in all school's buildings for students and staff

QUALIFICATIONS: Education / Certification / Skills:

- 12 Grade's graduation diploma
- Prior qualification/experience in a similar position for at least 1 year
- The employee must demonstrate an awareness of the needs of the children, must understand the necessity of a clean and healthy facility.
- Basic level of English language knowledge is considered a plus

DUTIES OF THE POSITION:

- Cleaning/disinfecting the pre-designated area of about 1100 m2/zi
- Uses cleaning tools and equipment correctly and efficient
- Covers all the duties that were assigned , corresponding to the area
- Evacuate garbage bags to specific locations
- Turning off the electric equipment in the afternoon
- Sometimes work during weekend is required (and compensated by law)
- Currently there are 2 shifts from Monday – Friday of 8 hours/day

PERSONAL REQUIREMENTS:

- Flexibility in work schedule, open attitude and willingness to help
- Confidentiality and reliability - often times the classrooms/offices and other rooms cleaned, contain important, confidential documentation, money, electronic devices or other such things.
- Good communication abilities and team work