



**Contact:** Kenneth A. Geremia  
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# CUSTODIAL AND FACILITIES CREW MEMBER

**Department:** Facilities

**FLSA:** Hourly, Non-Exempt

**Reports to:** Facilities Director

**Schedule:** Full-time, 12-month

## POSITION SUMMARY

The facilities department has an opening for an individual who wants to join a terrific team committed to supporting the joyful learning environment. Facilities crew members must be able to perform basic building cleaning duties to provide a healthy, safe and attractive physical environment; must be available to assist in other areas and other custodians as needed; and must cooperate with teachers, students, parents and community members as the custodian represents the school to several outside agencies. Facilities crew members are responsible for securing the building at all times, and must be willing to work additional hours when asked.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us as role models who bring joy and good humor to our classrooms, fields, and offices, work collaboratively with colleagues, and seek and respond to feedback. We pride ourselves on being a warm and welcoming inclusive community.

## DUTIES AND RESPONSIBILITIES

- Perform basic cleaning duties to keep building and premises, including sidewalks, driveways, and play areas are neat and clean at all times.
- Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sweeps and vacuums classrooms daily and dusts furniture.
- Cleans, sweeps, and vacuums corridors and grade area forums after school each day, and during the day when required.
- Scrubs and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
- Keeps the grounds free from rubbish and weeds.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.



- Makes such minor building repairs, as s/he is capable of (e.g. light bulb replacement, jammed lockers, broken furniture, etc.).
- Reports major repairs needed promptly to the maintenance supervisor.
- Remains on the school premises during school hours, and during no school hours when the use of the building has been authorized and his/her attendance is required.
- Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- Perform basic building cleaning duties.
- Carry out scheduled cleaning duties and preventive maintenance on all buildings and building equipment.
- Assist with traffic control/direction for drop-off and pick-up and for special events.
- Carry out scheduled set-up requirements for tables, chairs and other equipment.
- Follow recommended and established cleaning procedures in assigned areas of responsibilities.
- Be available to assist in other areas and other custodians as needed.
- Assist in maintaining standards of building and site cleanliness to provide a healthy, safe, and attractive physical environment.
- To maintain a sense of pride in the areas of responsibility which are presented to the public.
- Assist visitors and building groups as needed.
- Follow established safety procedures at all times.
- Be available for weekend building checks and emergency calls as needed.
- Understand that an occasional need will arise to work a split shift or a weekend activity.

## **SKILLS AND QUALIFICATIONS REQUIRED**

Demonstrated aptitude for the successful completion of tasks in the fulfillment of the assigned responsibilities. State of Michigan fingerprinting and background check in compliance with state code and school policy requirements.

## **PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS**

- Required to work evening hours when school is in session and days during summer break.
- Physical agility to frequently lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, stand, walk and reach overhead.
- Must be able to ascend and descend stairs
- Work in and exposed to outdoor weather elements
- Greenhills School property is a tobacco-free environment.

## **ADDITIONAL INFORMATION**

Interested candidates should submit a letter of interest to the Director or Operations Ken Geremia and schedule a time to fill out an application. [kgeremia@greenhillsschool.org](mailto:kgeremia@greenhillsschool.org)



The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

*Greenhills School is an Equal Opportunity Employer.*

*Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.*