



<b>Job title</b>	<i>Custodian</i>
<b>Reports to</b>	<i>Community Engagement Coordinator</i>
<b>Fair Labor Standards Status</b>	<i>Non-Exempt, School Year</i>

**Job purpose**

Penfield Montessori Academy (PMA) is a public Montessori charter school in Milwaukee, Wisconsin with Primary and Lower Elementary students. Penfield Montessori Academy is built on three pillars for success: a strong Montessori/Special Education pedagogy, Health and Wellness Services and Family Engagement. The school opened in fall of 2016 and will continue to grow to accommodate children up to 8<sup>th</sup> grade. The Custodian position is responsible for providing custodial services for Penfield Montessori Academy. The position’s responsibilities include the maintenance of the interior and exterior of Penfield Montessori Academy. The Custodian will also be responsible for most shipping and receiving functions. The Custodian position reports to the Community Engagement Coordinator.

**Working relationships**

- Agency Staff
- Families
- Volunteers
- Community professionals
- Children
- General public

**Prime functions**

*Perform various janitorial activities to ensure cleanliness of Penfield Montessori Academy:*

- Clean and sanitize areas of the building such as bathrooms, classrooms, offices, hallways, kitchen, cafeteria, etc.
- Spray, buff, strip and wax all linoleum floors on a regular schedule
- Spot clean all carpeted areas and upholstery
- Pick up garbage, recycling, etc. materials on a daily basis
- Assist the Facilities Specialist to ensure that the lobby remains clear of boxes and deliveries
- Clean conference rooms and other spaces according to requests, as well as, prior to and after meetings
- Help maintain maintenance supply inventory.

*Assist the agency as needed:*

- Perform all other duties as assigned

### *Qualifications*

- High School Diploma or GED
- 2-3 years' experience in custodial work
- Knowledge of maintenance power equipment, such as automatic scrubbers, Carpet extractor, high/low speed buffers, vacuum cleaners, floor scrubber, etc.
- Ability to work with people of varied backgrounds
- Knowledge of cleaning methods and proper use of cleaning chemicals.
- Ability to lift 50 pounds and on occasion up to 75 pounds
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp

### **Performance Criteria aligned with Vision**

- Follow Penfield Montessori Academy's school-wide vision of excellence and high expectations for all students.
- Willingness to work hard and the flexibility to work through start-up challenges.