

***Bridges Preparatory School  
Head Custodian Job Position/Description***

The head custodian position is a combination of both custodial and minor maintenance duties for the Main Bridges Preparatory Campus.

*Education:* Minimum H.S. Diploma or Equivalent with a minimum three years work experience in related field

*Qualifications:* Knowledge of cleaning equipment, job functions, effective oral and written communication skills and knowledge of basic mechanical and technical applications as related to job function

*Position Goal:* To maintain a clean, sanitary, and safe environment for the children and staff of Bridges Preparatory School.

*Supervision:* This position is non-supervisory and will report directly to the Operations Director.

*Main Duties:*

- Mornings dedicated to minor facilities work, i.e. change of light bulbs, filters, etc.
- Review grounds and facilities for any safety or maintenance work to be performed.
- Review/provide work orders and put into categories and or database: minor (in-house), medium priority (possibly done by volunteers), and high priority (professional quote needed) and reviewed weekly with Operations manager.

- Inventory custodial supplies (monthly or as needed based on par levels and ordering lead times) provide inventory and purchase orders to operations manager
- Maintain working order of custodial equipment.
- Set up and break down lunch facilities for main campus
- Maintain cleanliness and sanitary conditions for students and staff throughout the day based on checklists provided.
- Perform other duties as assigned by Operations Director

*Physical Requirements:* This position entails lifting up to 100pounds occasionally, and/or up to 50 pounds regularly and 20 pounds daily. Activities will include but are not limited to bending, sitting, pushing, pulling, lifting, climbing, repetitive movements, crawling, standing on a daily basis. **Have Lawyer and or Workers Comp provide this category.**

**Working Conditions: Workers Comp/lawyer to provide**

**Compensation: Operations, HOS, Board to review.**

**Comparable positions 22,00 to 34,000 based on Salary.**

**Com with 25,000 being median**