**JACKSON PREPARATORY & EARLY COLLEGE**

**STAFF RESPONSIBILITIES**

**Position:**  Custodian

**Reporting Relationship:**  Chief Operations Officer

**Employment Type:**  Professional/At-Will/Exempt

**Name of Employer:**  Access Point

**Position Type:**  Full-time

**Criminal Background Check Requirement:**  Yes

**Essential Functions:**

* Sweeping, dusting, mopping & vacuuming
* Event set-up & tear down
* Trash and recycling removal
* Restroom cleaning and stocking of supplies
* Disinfecting/sanitizing of major touch points
* Cleaning cafeterias, classrooms and stairwells
* Other routine housekeeping tasks
* Sanitizing surfaces to ensure a healthy germ-free environment
* Removing Garbage (Lifting 40-50lbs)
* Ensuring all tasks are completed in allotted amount of time, and exceeds expectations

**SUPERVISORY RESPONSIBILITIES:**

None

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

* Must be at least 18 years of age
* High School diploma or equivalent
* Must have a satisfactory background check and fingerprinting
* Previous experience with janitorial work is a plus

**PROFESSIONAL QUALITIES AND ABILITIES:**

* Reliable attendance
* Punctual
* Understanding and executing verbal and written instructions
* Ability to work independently as well as within a group setting
* Take pride in your work and be respectful of others. A strong sense of personal responsibility
* Adhere to strict compliance with safety requirements including adherence to all COVID-19 requirements and restrictions