

# PROVIDENCE

THE COLLEGE PREPARATORY SCHOOL FOR GIRLS GRADES 6-12

**Position: Custodial Maintenance (Part-time or Full time)**

**Position Description:**

- Christian role model who will work in a school community that enables students to be responsible leaders for tomorrow.
- Uses appropriately all chemicals for cleaning and sanitizing.
- Secures the building as necessary at the end of the shift/day.
- Empties trash, replaces disposable products and removes stains/marks daily.
- Properly maintains floors throughout the assigned area/building.
- Ensures proper set-up for events/activities as assigned by supervisor.
- Maintains outdoors by picking up trash and upkeep of the lawn. (Grounds Maintenance)
- Reports any damage, malfunction or breakage of equipment or facility in a timely manner and takes appropriate interim steps to ensure safety.
- Troubleshoots issues and performs minor repairs in a timely manner, and as directed or outlined by supervisor.
- Actively supports a safe, clean and positive learning environment for the school community.

**Minimum Qualifications:**

- High School Diploma or GED preferred
- Ability to complete the physical demands of the job
- Ability to work indoors and outdoors on a regular basis

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