



## **JOB ANNOUNCEMENT**

**Position Title:** Custodian

**Salary Range:** \$12 per hour, plus, health benefits, PERS, PTO

**Schedule:** Tuesday thru Friday, 4:00 pm - 12:00 am

**Closing Date:** OPEN UNTIL FILLED

**Application Procedure:** Applicants must provide the following items to be considered:

1. EKA Employment Application (available at [www.ekacademy.org/jobs](http://www.ekacademy.org/jobs))
2. Resume
3. Two letters of recommendation.

Completed Applications should be submitted online:

Explore Knowledge Academy Charter School  
5871 Mountain Vista Street  
Las Vegas, NV 89120

Note: Incomplete applicant packets will not receive consideration.

**Explore Knowledge Academy Charter School**  
JOB DESCRIPTION

<b>Position:</b> Janitorial / Custodian
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**JOB DESCRIPTION:**

Employees in this job perform a variety of janitorial, custodial, and security tasks to maintain clean and safe buildings and grounds.

**SCOPE:**

The Janitor/Custodian performs custodial duties in and around school facilities.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors.
- Dust furniture, walls, machines, and equipment.
- Notify supervisor when chemical dilution system is low.
- Bonet and shampoo carpets.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Maintain all trash bin areas clean and clear of trash. Clear debris from grounds, sweep parking lot and sidewalks on a weekly or as needed basis.
- Cleans inside and outside of windows on a weekly or as needed basis.
- Performs related work as assigned.

**Knowledge, Skills, and Abilities**

NOTE: Considerable knowledge of general commercial cleaning is required along with excellent ability to communicate with the supervisor. One year of experience in the care and cleaning of buildings.

- Ability to follow instructions.
- Knowledge of standard methods, practices, tools, and equipment of the janitorial service.
- Knowledge of occupational hazards and safety rules.
- Knowledge of the proper use of chemicals, and dilution systems.
- Ability to operate and use janitorial tools, equipment, and supplies such as vacuum cleaners, and cleaning compounds and solutions.
- Knowledge of the standard methods, practices, tools, and equipment used to clean buildings and furniture.
- Knowledge of the qualities and uses of various cleaning and sanitizing all floors.
- Knowledge of occupational hazards and safety rules and regulations.
- Knowledge of building and property security procedures.
- Ability to prioritize and work well with others.
- Ability to work with minimal supervision.
- Willingness to be cross trained.

**Physical Requirements**

- The job duties require an employee to bend, reach, and stand for extended periods.

**Supervisor:** Maintenance Supervisor

**Salary Range:** \$12+ per hour, plus benefits, retirement