

## **Custodian and Security**

### **Job description**

Running a successful school requires a clean and secure and well operated organization. The Sadiq School custodian/security has the responsibility for the appearance, maintenance, opening and closing, security of the school building, and the overall cleanliness of the school.

Typical work hours when school is in session are 8 am to 4 pm. -If required for school after-hour/weekend activities, the caretaker/security shall be available to provide the necessary support.

Custodian/security employee will report to School Administrator. He will meet with the Administrator as required to evaluate performance.

### **Core requirement and qualifications:**

- Candidate must be a U.S. Citizen, U.S. national or eligible non-citizen to apply.
- Minimum bachelor's Degree in Education or subject area of expertise.
- Prior maintenance and security experience preferred. Attention to detail
- Dependable, responsible, and self-motivated.
- Must have the ability to lift a minimum of 40 pounds and to have complete mobility in building and ground activities.
- Good organizational and planning skills, and an ability to work with staff and volunteers as needed
- Ability to organize, coordinate, and schedule cleaning and maintenance tasks for maximum efficiency.
- Outstanding communication, interpersonal and leadership skills-

### **Custodian/security job responsibilities and duties:**

- Open and close school after daily cleaning and activities are completed per guidelines.
- Clean classrooms, disinfect all drinking fountains, and dust and clean all furniture daily.
- Vacuum or dust mop stairs and floor, and dust railings, as needed.
- Clean restrooms daily: Towels, tissue, and soap supplies will be checked on a regular basis, and adequate supplies maintained and supplied as needed. All restrooms are to be checked before school starts and cleaned, maintained or repaired as required.
- Set up play area for children as required by the Operation Coordinator or Staff.
- Sign in visitors and inform staff per guidelines
- Regularly check security of the building
- On snow days clean the steps and apply salts to avoid any falls

If you are interested please email a copy of your resume to [Sadiqschoolprivate@gmail.com](mailto:Sadiqschoolprivate@gmail.com)