



NAME OF POSITION: Preschool Custodian

REPORTS TO: Director, Bright Beginnings Early School

POSITIONS SUPERVISED: None

CLASSIFICATION: Part Time

WORK SCHEDULE: Monday through Friday as negotiated to equal a maximum of 24 hours per week. Special events may require alteration of normal schedule.

COMPENSATION SCHEDULE: Biweekly

### **POSITION SUMMARY**

Bright Beginnings Early School is a long-standing and highly respected preschool on the campus of Cypress Lake United Methodist Church (UMC), a large worshipping community in the Southwest District of the Florida Conference of the United Methodist Church. The preschool provides early learning to children aged 6 months through the Voluntary Pre-Kindergarten (VPK) program, and offers an additional optional year of school-readiness classroom experience called Stepping Stones. Standard preschool hours are 8:30 AM to 12:30 PM, with an early drop off program that begins at 8 AM and an after-care program that runs until 3 PM. The early drop off program and after-care programs do not use all of the classroom or grounds spaces. The Preschool Custodian will negotiate a schedule with the Director that will allow the essential functions of cleaning and maintenance to be completed around the classroom schedule.

### **ESSENTIAL JOB FUNCTIONS:**

- Conduct a daily visual inspection of the preschool building and rectify minor maintenance needs, including replacing any lost or damaged ceiling tiles, replacing light bulbs, restocking soap and paper at all sink locations.
- Conduct a daily visual inspection of exterior playground and walkway spaces and rectify any safety issues, including a daily blowing of the walkways, removing tree debris, removing trash, removing/spraying any visible wasp or similar nests.
- Conduct daily facility cleaning, including vacuuming and mopping around all furniture in each classroom and office space, disposal of all trash bags into the church's dumpster, cleaning all classroom sinks, cleaning kitchen countertop and sinks, and cleaning all restrooms thoroughly.
- Develop and maintain an inventory process for cleaning supplies, soap and paper products.
- Wash all windows once per month, with spot wiping on window interiors and glass doors as needed.
- During school breaks, conduct in-depth inspections of the preschool building and rectify maintenance needs, including touch up paint, repair of any furniture, or other similar projects as notified by the Director.

- During school breaks, conduct in-depth cleaning of school building, including cleaning wall/floor areas behind furniture, shampooing carpets, or other similar projects as notified by the Director.
- Assemble furniture or install/hang wall fixtures as requested.
- Secure playground toys or furniture as needed in the event of an approaching storm/hurricane.
- Meet with contractors and/or obtain quotes/bids for work needed (some jobs will need Cypress Lake UMC Trustee approval).

### **QUALIFICATIONS FOR POSITION:**

#### **Educational, Background & Experience Requirements:**

- Professing Christian;
- High School Diploma or equivalent required;
- Two years or more of combined experience in building maintenance and commercial or residential cleaning required.
- Must pass the DCF-required background check.

#### **Core Competencies:**

- Ability to read and understand instructions for operation of equipment, use of cleaning materials/chemicals, and work in a preventive mode to conduct activities in a safe manner.
- Excellent customer service skills.
- Must be organized, efficient, and dependable.

### **COMPENSATION AND BENEFITS:**

- Wages: \$13/hour
- Benefits: There are no benefits associated with part time positions.