

## **Exhibit "A"**

### **Duties and Responsibilities of Janitor**

**Summary:** The Janitor role is integral to the smooth and successful cleaning operations of the entire campus to include maintaining a clean campus environment for our students and staff. They are heavily involved in supporting the safe, smooth and successful day-to-day operations of the school.

The Janitor is expected to be committed to and exemplify the values of the organization. These values are fundamental to creating and maintaining a positive environment for all individuals they engage with in the community and/or the school. The Janitor maintains a calm and professional demeanor at all times in a fast-paced and diverse school community. Ability to handle unpleasant situations in a cool, calm demeanor is essential to this position. The Janitor is a team player who is able to adapt to change quickly and understands the importance of faithfulness in all things with an eye for attention to detail.

#### **Duties:**

- Supports the vision, mission, and goals of the school with consistent modeled integrity and a work hard/play hard team centered work ethics and child centered actions.
- Maintains confidentiality per FERPA.
- Demonstrates understanding of and diligent action in faithful/responsible stewardship of the school community and resources.
- Work with the school community to enhance a positive school culture by monitoring the standards of conduct for students and staff members.

#### **Responsibilities:**

- Greet all who approach campus with love, concern, and hospitality.
- Promote goodwill throughout the school community
- Present an organized and clean work space at all times
- Adhere to the following cleaning specifications

#### **Cleaning Specifications:**

##### **CONFERENCE ROOMS**

###### **(a) Nightly Services – (5) nights per week**

1. Empty all waste receptacles and replace plastic liners as needed
2. Vacuum all carpeted areas
3. Dust all horizontal surfaces including desktops, chairs, tables and other furnishings
4. Spot clean carpet
5. Properly position furniture
6. Spot clean glass
7. Remove fingerprints and marks from switch plates and door frames

###### **(b) Weekly Services**

1. Detail vacuum all carpeted corners, edges and under furniture
2. Perform all high and low dusting including windowsills, behind doors, light fixtures
3. Polish all conference room tables
4. Wipe down plastic and leather furniture
5. Clean all horizontal glass surfaces

###### **(c) Monthly Services**

1. Dust all window coverings
2. Wipe down all ceiling vents

##### **EXECUTIVE OFFICES**

**(a) Nightly Services – (5) nights per week**

1. Empty all waste receptacles and replace plastic liners as needed
2. Dust office furniture “only if cleared and requested”
3. Vacuum all carpeted areas
4. Spot clean partition glass

**(b) Weekly Services**

1. Dust ledges and windowsills
2. Perform all high and low dusting including all windowsills, behind doors, light fixtures
3. Dust picture frames and bookshelves
4. Dust all vertical surfaces including desks, chairs, tables and other furnishings
5. Dust chair rungs and furniture legs
6. Remove fingerprints and marks from light switches, plates and door frames

**(c) Monthly Services**

1. Vacuum and spot clean all common furniture
2. Dust all window coverings
3. Wipe down all ceiling vents

**KITCHEN, VENDING AND CAFETERIA**

**(a) Nightly Services – (5) nights per week**

1. Empty all waste receptacles and replace plastic liners as needed
2. Dust mop or vacuum all hard surface flooring
3. Damp mop all hard surface flooring
4. Clean countertops and cupboard faces
5. Clean sinks if empty, and fixtures
6. Clean the front of the vending machines, refrigerators and appliances
7. Clean interior of microwaves
8. Wipe down doors, handles and spot clean glass

**(b) Weekly Services**

1. Wipe down tops of refrigerators and vending machines
2. Remove fingerprints and marks from light switches, plates and door frames

**(c) Monthly Services**

1. Dust can vacuum ceiling and wall vents
2. Dust all window coverings
3. Wipe down all baseboards

**RESTROOMS**

**(a) Nightly Services – (5) nights per week**

1. Empty all waste receptacles and replace trash liners as needed
2. Empty sanitary napkin containers, damp wipe with disinfectant
3. Clean mirrors
4. Clean and polish all dispensers
5. Clean and disinfect sinks, toilet bowls and urinals
6. Disinfect underside and tops of toilet seats
7. Spot clean tile walls, walls around sinks and toilet partitions, **walls around main door and walls underneath automatic hand dryers.**
8. Vacuum and damp mop floors with germicidal solution
9. Refill soap, towels, tissue and seat cover dispensers
10. Dust tops of partitions, mirrors and frames

**(b) Weekly Services**

1. Thoroughly clean all toilet compartment partitions
2. Perform high dusting
3. Clean and sanitize shower stalls and fixtures (if applicable)
4. Pour hot water and/or enzyme treatment into floor drains

**(c) Monthly Services**

1. Wipe down all ceramic wall tiles
2. Clean ceiling vents and wall vents

**CLASSROOMS**

**(a) Nightly Services – (5) nights per week**

1. Empty all waste receptacles and replace trash liners as needed
2. Properly position furniture
3. Vacuum carpeted areas or damp mop hard floors
4. Dust desks

**(b) Weekly Services**

1. Perform all high and low dusting including all windowsills, behind doors, light fixtures
2. Remove fingerprints and marks from light switches, door frames and handles

**(c) Monthly Services**

1. Dust all window coverings
2. Vacuum all upholstered furniture with crevice tool
3. Detail vacuum all carpeted corners, edges and under furniture
4. Wipe down all ceiling vents

**(d) Quarterly Services**

1. Strip & Wax floor in gymnasium building, including stage

**(e) Yearly Services**

1. Windows cleaned 1x per year after monsoon season
2. Carpet cleaning 1x per year

**ENTRANCES AND BUILDING CORRIDORS**

**(a) Nightly Services – (5) nights per week**

1. Empty all waste receptacles and replace trash liners as needed
2. Dump and clean all outside ashtrays and trash cans
3. Vacuum all carpeted areas
4. Spot clean carpet
5. Spot clean door glass and inside windows at main lobby
6. Dust all horizontal surfaces including desktops, chairs, tables and other furnishings
7. Clean outside drinking fountains (2)
8. Make sure pushbar doors are locked (PULL SHUT)

**(b) Weekly Services**

1. Perform all high and low dusting including windowsills, behind doors, light fixtures
2. Remove fingerprints and marks from light switches and door frames
3. Clean and polish all partition glass at main lobby stairs and handrails
4. Dust all vertical surfaces of desks, file cabinets, chairs, tables and other furnishings

**(c) Monthly Services**

1. Vacuum all upholstered furniture in lobby area with crevice tool
2. Dust all window coverings
3. Detail vacuum all carpeted corners, edges and under furniture
4. Wipe down all ceiling vents

**(d) Quarterly Services**

1. Wipe down all wall tiles in the hallways on both floors

**Position Requirements:**

- Must hold a Class I Finger Print Clearance Card

This position requires the above duties, as well as performing any and all other duties assigned in a timely and efficient manner as assigned by the Principal and/or Assistant Principal.