



1047 Golden Gate Ct, Rock Hill, SC 29732  
803-324-4400 phone 866-496-2083 fax

## **YORK PREPARATORY ACADEMY**

### **South Carolina Public Charter School District**

<b>TITLE:</b>	<b>Custodian/Housekeeper</b>
<b>POSITION TYPE:</b>	Hourly Non-Exempt
<b>AGREEMENT TERMS:</b>	12 month agreement (August – July) 240 Days
<b>SALARY/RATE:</b>	<b>\$15.00/hour</b>
<b>REPORTS TO:</b>	Facilities Director

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#### **GENERAL SUMMARY**

*To assist in cleaning and maintaining the buildings at York Preparatory Academy.*

#### **RESPONSIBILITIES**

- Clean, dust and wipe furniture; sweep, vacuum and/or mop floors, empty and clean wastebaskets and trash containers; refill bathroom dispensers.
- Move large trash containers and boxes.
- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Wash walls and equipment; use small ladders when required in work assignments.
- Perform cleaning and related outside activities as needed.
- Wash accessible interior and exterior windows as required.
- Assist with moving furniture, equipment, supplies and tools on an incidental basis as required during summer cleanup.
- Follow and stay on schedule provided by Facilities Director.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

<b>Education</b>	High School Diploma or equivalent
<b>Experience</b>	1 year
<b>Skills/Efforts</b>	Creates a positive work environment. Communicates well with faculty and other staff members. Follows instructions quickly and accurately. Must be dependable, have transportation and have a positive attitude.
<b>Working Condition</b>	Office environment with limited exposure to outside conditions. Office activities require movement/lifting items weighing up to 75 pounds.

*York Preparatory Academy is an Equal Opportunity Employer.*