



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

TITLE: Custodian/Maintenance
POSITION TYPE: Hourly Non-Exempt
AGREEMENT TERMS: 12 month agreement (August – July) 240 Days
SALARY/RATE: See salary scale – Maintenance-Semi-Skilled
REPORTS TO: Facilities Director

GENERAL SUMMARY

To assist in the maintenance and repair of the buildings and facilities at York Preparatory Academy

RESPONSIBILITIES

- Responsible for the general repair, maintenance and upkeep of the physical property
- Repair and replacement of classroom and office equipment and facility components for the purpose of maintaining facilities in a safe, comfortable and operating condition
- Maintains tools and equipment for the purpose of ensuring the availability of items in safe operating condition
- Repairs a variety of systems and/or components requiring knowledge of maintenance trades for the purpose of ensuring that items are available and in safe working condition
- Move large trash containers and boxes
- Use established practices and procedures
- Perform cleaning as needed (sweeping, dust mopping, wet mopping, vacuuming, empty and clean wastebaskets and trash containers)
- Assist with moving furniture, equipment, supplies
- Follow and stay on schedule provided by Facilities Director
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Education	High School Diploma or equivalent
Experience	General maintenance experience
Skills/Efforts	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. Ability to operate hand tools and equipment used in maintenance and repair work

WORKING CONDITIONS

- Exposure to dust, chemicals, fumes, flammables, grease, dirt, stacked materials, electrical equipment, machinery and moderate indoor and outdoor temperatures of heat and cold
- Intermittently stand, stoop, bend, twist, crouch, kneel, walk, climb stairs and step stools and ladders

Must be able to pass a background and drug screening

York Preparatory Academy is an Equal Opportunity Employer