



**Riverstone House Dormitory
& School Cafeteria
Day Porter**

Summary

The Janitorial/Utility Worker will be responsible for handling both day to day indoor janitorial operational needs and regular support of event and project-based work. Support will also be required for outdoor janitorial work as needed.

This position requires work to be completed at two separate locations, the candidate must have their own transportation.

The Janitorial/Utility will report to the Facilities Manager.

FLSA: Non-Exempt

Job Description and Responsibilities

- Perform daily walkthroughs of Riverstone House Dormitory to ensure the safety and cleanliness of all areas.
- Perform cleaning duties of school cafeteria on campus.
- All common area duties include Collect trash and recycling and dispose in proper bins, sweeping, mopping, vacuuming, dusting, washing and sanitizing toilets, cleaning bathrooms, counters, mirrors, cleaning windows and doors, using industrial cleaning equipment to clean floors, cleaning refrigerators, cleaning water fountains, cleaning the elevator, cleaning common are laundry rooms, cleaning and restocking disposable janitorial items.
- Summertime and off-peak dorm deep cleaning: of all carpets, in room furniture, bathrooms, laundry rooms, living rooms, kitchen area, and stairwells.
- Reporting minor building maintenance and repairs to the facilities manager.
- Ensuring the building is secure at the end of shift.
- Act as dorm support to vendors who are on site to work or deliver facility or janitorial supplies.
- Daily tidying of entryways and common areas.
- Undertake occasional utility tasks as needed (shoveling/de-icing snow from entryways, lifting heavy items, moving chairs, desks, wardrobe closets, etc.)

Skills and Experience

Preferred candidates will have the following skills and experience:

- Experience cleaning school/dormitory buildings, other large buildings or related activities.
- Knowledge of modern cleaning methods and preferred methods of cleaning and preserving floors, walls and fixtures.
- Knowledge of cleaning and disinfecting materials, tools and equipment used in custodial work.



- Excellent interpersonal skills and ability to work with a diverse group of people, including students, parents, faculty and staff in a fast-paced school environment
- Ability to multi-task and be flexible with priorities
- Ability to follow oral and written instructions
- Strong organizational skills
- Ability to work on ladders up to 14 feet above floor surface
- Moving and lifting equipment weighing up to 75lbs
- Ability to operate small maintenance and landscape tools including vacuum cleaners, carpet extractors, lawnmowers and trimmers
- Pushing heavy equipment carts both indoor and out

Education and Requirements

- High school diploma or equivalent required
- Must pass a background check
- Must have a valid driver's license and transportation

Physical Requirements

- Prolonged periods of standing
- Must be able to lift, bend, stoop, climb, reach, and lift up to 50 lbs. at a time.
- Ability to work on ladders up to 14 feet above floor surface

Riverstone International School is an equal opportunity employer.

Revised July 24, 2024