



## Janitorial & Utility Worker, Night Shift Sunday-Thursday

### Job description

#### 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 and landscape maintenance as needed. The Janitorial/Utility worker will report to the Facilities Operation Manager. This is a non-exempt position.

### Job Description and Responsibilities

#### Janitorial/Utility Worker

- Perform daily walk throughs of campus buildings to ensure the safety and cleanliness of all areas.
- Collect trash and recycling and dispose in proper bin, sweeping, mopping, vacuuming, cleaning desks, washing and sanitizing toilets, cleaning bathrooms, offices, counters, mirrors, cleaning windows and doors, using industrial cleaning equipment to clean floors, cleaning and restocking disposable janitorial items, making sure buildings are secure, and reporting minor building maintenance and repairs to the facilities manager, making sure offices and buildings are secure at end of shift.
- Act as campus support to vendors who are on campus to work or deliver facility or janitorial supplies.
- Ensuring spaces are prepared for the next day by tidying entryways.
- Undertake occasional utility tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)

#### Event setup and support

- Work with school staff to prepare for event setups throughout the year.
- Handle chairs, stage and other event equipment: setup, teardown and storage.
- May be required to attend events as needed to provide support.
- Assist groups using our facilities for approved events.
- Assist vendors providing event equipment for school events.



### Landscape and outdoor maintenance

- Perform daily walkthroughs of outdoor spaces to ensure safety and cleanliness.
- Make use of the school's landscaping tools and equipment to keep campus clean, safe and functioning.
- Assist in snow removal, de-icing walkways, sweeping, leaf blowing, exterior trash pick up.

### Riverstone House (back up custodian)

- Provide as-needed backup for custodial assistance at our Riverstone house when issues arise.
- Work with resident advisors to ensure that all facilities at Riverstone House downtown boarding facility are functioning correctly.
- Contact Facilities Manager when issues arise that cannot be resolved in-house.

### Skills and Experience

Preferred candidates will have the following skills and experience:

- Experience cleaning school 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 but not limited to vacuum cleaners, carpet extractors, floor scrubbers, burnishers and leaf blowers.
- Pushing heavy equipment carts both indoor and out



Job Type: Full-time

Pay: \$15.00 - \$18.00 per hour

Benefits:

- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Physical Setting:

- Private school
- School

Schedule:

- Sunday 10:00 AM-6:30 PM
- M-Th 3:00-11:30 PM during the school year
- 8:00 AM - 4:30 PM (summer, winter break and spring break hours)

Experience:

- Custodial Experience: 1 year (Required)

Riverstone International School is an equal opportunity employer.

*Revised July 15, 2025*