



Custodian

Type: Full-Time (12-month; reports to the Facilities Manager)

Application Deadline:

Start Date: Immediately

Evansville Day School (Day School), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through Grade 12 to strive for excellence in mind, body, and human spirit. Day School was founded in 1946 and remains the only independent school in the Southwest Indiana (tri-state) region. The school enrolls approximately 300 students and boasts a 40+ acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

As with all positions at Day School, faculty hold much more than a job. Staff enjoy being part of an intellectual, vibrant, and supportive learning community with myriad ways to engage students, families, and colleagues. The entire community is deeply involved in the life of Day School.

Job Summary: The Custodian is responsible for maintaining a clean, safe, and welcoming environment within the school facilities. This includes performing routine cleaning, maintenance, and reporting of minor repairs, ensuring that classrooms, hallways, restrooms, and other school areas are well-maintained. The Custodian will also assist in setting up or rearranging furniture for events, managing waste disposal, and ensuring that all areas meet health and safety standards. The role requires attention to detail, the ability to work independently, and effective communication skills to coordinate with staff and school administration.

Essential Duties and Responsibilities:

- Cleans dust and debris resulting from day's activities; empties garbage containers; cleans and sanitizes tables and chairs.
- Sweeps, vacuums, and washes interiors of rooms, hallways, walls, and office areas; washes whiteboards and windows.
- Maintains and cleans restrooms; keeps restrooms supplied with paper products and soaps.

- Mops floors; cleans carpets and strips and waxes floors; uses chemicals and waxes for cleaning purposes.
- Makes minor maintenance repairs and/or notifies supervisor of needed repairs; moves furniture and equipment
- Locks and unlocks building doors
- Performs deep cleaning of school during summer months and breaks.
- May be called in to fill in for full-time custodians when they are ill, on vacation, or in training
- May be assigned the duties of groundskeeper as required by the administration to satisfy the grounds keeping needs of the institution with the exception of snow plowing.
- Performs other related tasks and duties as assigned.

Skills and Qualifications:

- High school diploma or GED, or related skills sufficient to perform required tasks, such as assisting with inventory, reading technical instructions (as with safe handling of chemicals) and so forth
- Six months of prior custodial experience, or combination of education and experience commensurate with the requirements of the position
- Ability to work independently to perform custodial duties
- Ability to perform physical tasks such as lifting and moving up to 50 pounds
- Valid driver's license

Background: All employees and volunteers agree to submit to a comprehensive background check.

Application: To apply, send a cover letter, resume, & three professional references to Ashley Beuligmann, Director of Finance, abeuligmann@evansvilledayschool.org. Please include "Custodian" in the subject line.