



## **Housekeeper/Custodian**

Reporting directly to the Facilities Manager, the primary role of the Housekeeper/Custodian is to perform general cleaning and housekeeping services, as well as support Campus Services operationally as needed. Primary responsibilities include the detailed cleaning of campus facilities and residential properties. The position may also support the Facilities Services Team as needed by assisting with setups, snow removal, exterior grounds support, and other duties as assigned. Miss Hall's School is committed to diversifying its staff and encourages applicants who are committed to bringing a diversity, equity, and inclusion lens to their work.

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life, based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross-cultural dialogue and allyship to honor and celebrate our diverse community.

### **Responsibilities**

- Clean and sanitize restrooms/bathrooms, using established practices and procedures
- Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers, replace light bulbs; launder cleaning rags, dust mops, and linens
- Vacuum and shampoo carpets
- Use and maintain assigned equipment, tools, and supplies, with the ability to make minor repairs when necessary
- Wash walls and equipment, wash interior and exterior windows; use ladders when required in work assignments
- Lock and unlock buildings, secure buildings when facilities are not in use, check for unlocked doors and windows, report any unauthorized access, and shut off lights when buildings are not occupied
- Follow instructions regarding the use of chemicals and supplies
- Strip, clean, buff, and apply floor sealer and floor finish to hard surface floors
- Perform cleaning and related activities, such as removing snow or debris from sidewalks and exterior stairs
- Assist with set-up of facilities for meetings, classes, conferences, events, etc.
- Function as an effective member of the Housekeeping team, with an emphasis on consistent and punctual attendance
- Interact with students, colleagues, consultants, and members of the public in a courteous and respectful manner
- Accommodate the School's need to alter the schedule and duties of this position as needed to include deep cleaning or special project needs during breaks or when the needs of the School have changed



### **Qualifications**

- High school diploma or GED, with a minimum of three years of experience preferred
- Knowledge of methods, tools, and equipment used in performing custodial and housekeeping work
- An ability to work independently, with good time-management skills, and the ability to perform tasks without close supervision
- Demonstrated collaborative, collegial, and responsible work habits
- Computer literate, to ensure competent use of email communication
- Demonstrated strong interpersonal and customer service skills
- A sense of pride in the service being provided to the community
- Understand and appreciate adolescent girls in a diverse student population
- A commitment to the Miss Hall's School Mission and Core Values and to the general standards of employment as noted in the MHS Employee Handbook and related policies
- Flexibility, to ensure effective coverage as needed during evening hours, weekends, holidays, and special events
- Demonstrated commitment to equity and inclusion and to serving a diverse, global community

Wage Rate: Starting from \$17.50/hour