Title: Custodian  
Reports To: Head Custodian  
Status: Part-time or Full Time, Non-Exempt  
Start Date: Immediately  

ABOUT MASTERS:  
The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.  

MISSION AND BELIEFS STATEMENT:  
The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.  

In addition, The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting.  

SUMMARY:  
The school custodian plays an essential role in maintaining the building and physical plant, and supporting a learning environment that promotes health, attitude and pride of students. The school custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature. The school custodian will perform various custodial duties to include daily cleaning of assigned areas, restrooms, lounges, offices, classrooms and corridors in accordance with standard operating procedures of the department. Due to our status as a boarding school, custodians are considered essential staff which will require custodians to work (or be available to work) during a school closing or break.  

Key Responsibilities:  
- Performs cleaning functions in assigned areas following established schedules using the prescribed methods.  
- Communicates effectively, gets along with co-workers and management, and deals with others effectively and professionally under pressure at all times.  
- Dispense & use chemicals in a safe manner.  
- Operate school vehicles (as needed).  
- Dust horizontal/vertical surfaces including high dusting.
• Empty and remove waste or recycles trash receptacles.
• Clean windows, spot clean walls, and metal surfaces, wash accessible interior and exterior windows
• Damp wipe all furniture.
• Strip, clean, buff and apply floor sealer and floor finish to hard surface floors as directed.
• Replenish restroom supplies, clean metal and porcelain fixtures in restrooms.
• Maintain floors, carpets and walk off mats as needed. Dry and wet mop and waxes floors in assigned areas.
• Vacuum carpets and floors; auto scrubs floors, extracts carpets.
• Assist in cleaning of spills.
• Clean white boards in assigned areas.
• Setup rooms for meetings, classrooms, conferences, events, etc. as needed.
• Maintain assigned equipment for cleanliness and report all repairs needed.
• Observe and report the need of furniture or other building fixtures repairs.
• In case of emergency, perform duties as assigned (ex: floods and snow removal).
• Sweep and shovel snow from steps and entrances at building.
• Adheres to all security measures and procedures.
• Ensure all doors are locked or unlocked as scheduled and report all suspicious activities to management.
• Maintaining inventory of cleaning agents and equipment
• May require overtime. (full-time status employees may required overtime).

Qualifications:
• Previous experience in custodial work in a school setting or health care facility is preferred.
• Punctual and reliable attendance in accordance with schedule.
• Must have a good command of the English language, both written and verbal. Excellent, demonstrated experience with room set ups, cleaning, and general custodial duties in an institutional setting, preferably a school.
• Good communication and interpersonal skills. Demonstrated attitude of flexibility with changing needs/demands within the context of the job while maintain a positive attitude.
• Ability to read and follow oral and written instructions and set-ups.
• Ability to prioritize multiple tasks.
• Ability to work effectively and cooperatively with the team, taking instruction/guidance and offer assistance willingly.
• Ability to work independently, as needed, to support the group effort.
• Strong knowledge of cleaning products and best practices for using products and equipment, such as stripper machinery, vacuums, sanitizers, paints and spackle.
• Must be physically able to lift lower, push and pull objects up to 50 lbs. unassisted. Ability to stand, climb (include ladders), bend, stoop and crouch for extended periods of time.
• Other related duties as assigned.

HOW TO APPLY:
To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, and 3 references via email to careers@mastersny.org (Adobe® PDF format preferred) and include “Custodian position” in the subject line.

This document is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

BACKGROUND SCREENING:
The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and
may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

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The Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Our employment decisions are made solely on an individual’s ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not access an employee’s personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited.

In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including mask wearing, physical distancing, symptom tracking etc.