

 **LOCATION:** Pathway Academy, Big Spring, Texas

 **REPORTS TO:** Chief Operating Officer

 **SALARY:** Board Approved Pay Scale

ABOUT US

At Pathway Academy, we believe in the transformative power of education. We are dedicated to unlocking the immense potential within every learner. Our mission is to nourish minds through Mastery Learning, cultivate will through real-world experiences, and build character through the development of interpersonal skills. We empower learners to overcome challenges and build strong academic foundations, preparing them for meaningful contributions to their communities. We aim to create a nurturing environment that prepares students for successful futures in college, career, and beyond.

POSITION OVERVIEW

The Custodian at Pathway Academy plays a crucial role in supporting the education mission of the school by ensuring that all facilities are well-maintained and conducive to learning. The Custodian will be responsible for performing routine cleaning, maintenance, and minor repair tasks to ensure the school facilities are in top condition. The ideal candidate will take pride in their work and maintain a clean, safe, and welcoming environment for students, staff, and visitors.

KEY RESPONSIBILITIES

- Perform daily cleaning and maintenance tasks including sweeping, mopping, dusting and vacuuming.
- Clean and sanitize classrooms, offices, restrooms, hallways, cafeteria, and common areas.
- Remove trash and recyclables from designated areas and dispose of them properly.
- Ensure that all cleaning supplies and equipment are used and stored safely and appropriately.
- Monitor and restock supplies in restrooms, classrooms, and other areas as needed.
- Perform minor maintenance tasks such as changing light bulbs and fixing minor leaks.
- Assist with setting up and breaking down furniture and equipment for school events.
- Ensure all doors and windows are secured at the end of the day.
- Follow all safety and sanitation procedures in compliance with school policies and regulations.
- Report any maintenance or safety concerns to the appropriate staff.
- Perform other duties as assigned to support the overall maintenance and cleanliness of the school.

QUALIFICATIONS & SKILLS

- High school diploma or equivalent.
- Minimum of 1 year of experience in custodial or janitorial work.
- Knowledge of proper cleaning techniques, materials, and equipment.
- Ability to perform physical tasks, including lifting, bending, and standing for extended periods.
- Commitment to maintaining a clean and safe environment.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong attention to detail and organizational skills.
- Willingness to work flexible hours, including evenings or weekends as needed.
- Background check required in accordance with Texas state regulations.

ADDITIONAL INFORMATION

Pathway Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

This job description is not an employment agreement or contract and does not alter your status as an at-will employee. The foregoing statements describe the general purpose and level of work assigned to this position; they are not necessarily an exhaustive list of all responsibilities, duties or skills that may be required. Pathway Academy reserves the right to revise this job description at any time without notice.