

Job Description CUSTODIAN



High Desert Montessori School (HDMS) located at 101 Fantastic Drive, Reno, NV 89512, seeks a **Full-Time Custodian** for a 1-story 17,000 sf building, a 3-story 32,000 sf building, and a 1-story 5,000 sf multipurpose building, all of which sit on a 4-acre property. These facilities serve 535 preschool-8th grade students and 66 staff members. See <https://www.hdmsreno.com/> for additional information regarding our school community.

SPECIFICS:

Term of Contract: Remainder of the 2026-2027 School Year with the potential for yearly contract renewal going forward.

Compensation; Amount and Time of Payment:

The custodian will be placed on contract for the 2026-2027 school year. Compensation will be based on experience (range \$22.62-\$34.47 per hour). HDMS pays employees on the 5th and 20th of each month. Health care and sick time (paid time off) are available as part of this full-time position. In addition, High Desert Montessori Charter School pays an additional legislatively-designated amount to the Public Employees Retirement System on behalf of the employee for retirement benefits.

Work hours during school days per the school calendar will be from 7:30 AM-4:00 PM. Flexibility with work hours during school breaks (spring, summer, fall, and winter) is determined by the Business Coordinator and the Custodian. Any additional expenses incurred outside the general scope of work presented must be pre-authorized by the Business Coordinator.

HDMS will make a school calendar available for the successful applicant's planning. HDMS will inform the selected applicant of special events as they affect regular service times. Most rooms are used by the students from 7:30 AM to 3:30 PM, Monday through Friday. Deep cleaning, repairs, or service may take place at any time that does not interfere with classroom instruction.

The Custodian will alert the school Business Coordinator about anything that is a safety concern.

SCOPE OF SERVICES

The selected Custodian shall perform for HDMS the following described services:

1. INDOORS:

Daily cleaning throughout the school year per the contract. Summer and school breaks cleaning will be determined based on need.

- The Custodian will oversee and communicate with the Cleaning Contractor to ensure that the cleaning contractor cleans all bathrooms, countertops, and sinks, and mops all hard surface floors daily.
- Trash removal and putting waste containers back in their places
- Recycling containers out to recycling bin by trash enclosure
- Vacuuming carpeted areas; common areas and classrooms
- Cleaning glass doors and windows

- Wiping marks from walls, light switches, doors, and bathroom stalls
- Replenishing paper products and soap dispensers
- Sanitizing tops of cubbies
- Deep clean flooring as needed
- Water temperatures are checked monthly in classrooms and restrooms to ensure temperatures are less than 100° F
- The janitorial closet is maintained and equipped with MSDS sheets
- Carpeting should be cleaned on a rotating basis or as needed with a commercial-grade carpet cleaning machine. HDMS requests that this occur specifically during school breaks. Carpets include classrooms, multipurpose rooms, and area rugs
- Changing indoor or outdoor light bulbs as needed
- Haul away debris to the proper disposal site as needed
- Pressure wash windows and exterior walls as needed
- Plumbing Repairs: HDMS requires occasional plumbing repairs and troubleshooting. Custodian should be prepared to address plumbing problems within an hour's notice of significant problems. If the issue requires a plumbing company, the Custodian will coordinate outside services
- Carpentry Repairs: HDMS requires occasional carpentry repairs and troubleshooting. The custodian should be prepared to address general carpentry repairs within 48 hours of notification of the problem
- Graffiti Removal: HDMS also requires that graffiti be painted over within 24 hours of being reported to the Custodian
- MSDS Sheets, AHERA, and Protocols Book: The School requires adherence to OSHA standards for all chemical compounds and solutions used on the school premises. This book must be kept up-to-date with all products used for cleaning and maintaining the school. Maintain AHERA certification and compliance
- Other assorted tasks compiled by the Business Coordinator

2. OUTDOORS: Standard services performed each week or required (limited winter services)

- The custodian will oversee and communicate with Landscaping Contractors to ensure the outdoor property of the school is being properly maintained
- Remove dirt & debris from sidewalks, and curb lines adjacent to landscaping
- Control trash & organic material in all planters
- Light landscaping
- Spring clean-up
- Fall clean-up
- Snow Removal as needed during the winter months. Shovel and salt main entryways of buildings before students and staff arrive

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and

traffic signals. The work area is adequately lighted, heated, and ventilated.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work for this position is not sedentary. There will be walking, standing, bending, carrying of items, climbing ladders, moving large items, climbing stairs, shoveling snow, etc.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

ASSURANCES

Upon receipt of the Notice of Acceptance of the position, the Custodian, at its own expense, will complete the fingerprinting process through the Nevada Department of Public Safety.

WARRANTIES AND INDEMNIFICATION

Custodian warrants that they have the professional experience and knowledge to carry out the services contemplated as described within. The custodian agrees to indemnify and hold HDMS harmless for any breach of this agreement or other negligent acts resulting in harm to a third party for which HDMS may be held responsible.

All work performed shall be performed in a professional manner, to the reasonable satisfaction of the HDMS, and shall conform to all prevailing industry and professional standards.

The work of the Custodian will be evaluated by the Business Coordinator several times per year. The Custodian will meet with the Business Coordinator ***every 1-2 weeks throughout the year.***

CONFIDENTIALITY

Custodian acknowledges that, in providing its services, Custodian may have access to certain confidential student and/or employment records. The custodian agrees that it will not unlawfully disclose, forward, or otherwise utilize this information and shall take reasonable measures to maintain the confidentiality of this information and shall comply in all applicable aspects with the Family Educational Rights and Privacy Act (FERPA). The custodian shall indemnify and hold HDMS harmless for any violation of this provision.

High Desert Montessori Charter School is committed to providing a safe and respectful learning and working environment for all students, staff, and visitors. The School prohibits bullying, cyber-bullying, harassment, sexual harassment, and/or discrimination based on an individual's actual or perceived race, color, religion, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, genetic information, veterans or military status, marital status, disability or the presence of any sensory, physical or mental handicap in any of its educational programs/activities and employment, or in any program or activity conducted or funded by the U.S. Department of Agriculture.