



LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

Lead Custodian Job Description

Lafayette Preparatory Academy, a charter school, opened in the fall of 2013 initially as a K-2 charter school and will grow with its students through 8th grade. Our mission is to build a community that prepares students for academic and collegiate success and equip them to enter the world as active, responsible, and involved citizens and leaders. We will implement research-proven curriculum focused on math, literacy, critical thinking, and science. As a community school, serving the needs of students from Downtown/Near Southside neighborhoods, LPA will support social and economic growth and sustainability in the city of St. Louis.

Summary: This position is responsible for the repair, maintenance, cleanliness, and safety of all district facilities and grounds. His or her mission is to maintain the school's physical facilities in a condition of cleanliness and safety.

SPECIFIC RESPONSIBILITIES:

- Keep buildings and grounds neat and clean at all times, in accordance with the LPA "Maintenance/Cleaning Schedule", at minimum
- Clean assigned school district facilities (e.g., classrooms, offices, gyms, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe, attractive environment, as needed
- Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events
- Helps respond to immediate safety and/or operational concerns (e.g., facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning physical and educational environment
- Inspects school district facilities for the purpose of ensuring site is suitable for safe operations and maintained in an attractive and clean condition, and identifying any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc.
- Prepares school district facilities for daily operations (e.g., opening gates and building access doors, disarming security systems, raising flags, placing crosswalk signs, performing minor repairs, etc.) for the purpose of ensuring school district facilities are operational and safe
- Assist in maintaining seasonal grounds work (snow, lawn)
- Secures school district facilities and grounds for the purpose of minimizing property damage, equipment loss, and potential liability to the school district
- Services job-related machinery/equipment (e.g., adjusting, cleaning, and oiling vacuum cleaners, scrubbers, buffers, etc.) for the purpose of maintaining equipment in good working condition. Also changes brushes, pads, rollers, etc. on equipment



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- Performs minor maintenance and replaces lights, ceiling tile, and windows where possible.
- Perform routine maintenance and repairs of buildings, equipment, and grounds
- Understand and follow safety procedures as provided by the district
- Perform other duties as assigned

QUALIFICATIONS

- High School Diploma or its equivalent
- Excellent integrity and good moral character and initiative
- Interpersonal skills to relate well with students, staff, administration, parents and the community
- Ability to lift 50 pounds or more independently
- Ability to perform work at heights of up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, etc.
- Proof of U. S. citizenship or legal resident alien status
- Satisfactory completion of a background check and Family Care and Safety check, demonstrating results that meet the guidelines for employment at Lafayette Preparatory Academy
- Evidence that health is adequate to fulfill the job functions and responsibilities

PHYSICAL DEMANDS:

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, climb a 12-foot ladder, move and walk at a brisk pace, sit, and use hands and arms to handle, feel and reach. The employee is often required to stoop or kneel and lift and move up to 50 pounds. Regular attendance on the job is expected and necessary. Additionally, the employee must be physically able to implement all BOE policies, The employee must be physically able to react and intervene quickly during crisis situations, such as but not limited to the following circumstances: emergency drills, student elopement, physical altercations involving students.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.



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Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job.
- Sit, stand, stoop, twist and walk for required periods of time.
- Speak and hear.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Function in a workplace that is usually moderately quiet but that can be noisy at times.

REPORTS TO:

Lafayette Preparatory Academy Executive Director

TERMS OF EMPLOYMENT:

Work year is year-round; 8 days sick leave; two weeks paid vacation to be approved by Executive Director; comprehensive benefits package; hours are from 8:00 a.m. – 5:00 pm daily. Compensation is commensurate with experience (between \$10 and \$11.50/hour).

TO APPLY:

Submit your resume, cover letter to Susan Marino, Executive Director @ susan.marino@lafayetteprep.org or 1881 Pine Street, St. Louis, MO 63103