



**HIGH 5, INC.**  
EDUCATION · ATHLETICS · COMMUNITY

Job Title: High 5 Facility Custodian

Department: Administration

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Position Summary:

A facility custodian is responsible for cleaning and maintaining High 5, Inc. organization's workspace facilities. Help maintain a tidy, pleasant space for all who use it. This upkeep typically includes removing garbage from the premises, restocking disposable supplies, cleaning internal and external facilities. The custodian may be required to work outside normal office hours or after our building has closed, so the ideal candidate must be trustworthy, responsible, and able to work independently. Additionally, they must have the physical capability to perform manual tasks over a large area and in a timely manner.

Duties and Responsibilities:

- Maintain a clean facility
- Restocking supplies
- Effectively communicating inventory
- Ensuring facility meets cleanliness standards
- Create and maintain a welcoming, caring and professional environment for all
- Work in a team environment, build and maintain healthy, cooperative relationships
- Adhere to all policies and procedures both organizationally and departmentally
- Be on time and prepared for duties

Qualifications:

- Custodial experience
- Excellent interpersonal, communication and problem-solving skills
- Satisfactory Criminal Reference Check
- First Aid, CPR and AED certified, can be provided by High 5

Skills:

- Commitment to High 5's Mission and Core Values
- Highly motivated, enthusiastic, patient, responsible and committed to assisting the program achieve its highest level of performance and impact.
- Ability to work in a fast-paced environment and multi-task
- Ability to problem solve and critically think through daily situations

Expectations:

- Be accepting of ALL children, parents and staff without regard to race, creed, abilities, religion, socioeconomic status, or sexual orientation

- At all times, model, reinforce and abide by the High 5's core values, its policies and procedures
- Build positive, meaningful and caring relationships with parents, children and High 5 staff
- Attend all meetings pertinent to this position
- Maintain and support all procedures that ensure the safety of children, parents and staff
- Always wear appropriate staff shirt and clothing
- Report to all scheduled shifts on time
- Be knowledgeable and adhere to all policies and procedures
- Clock in and out consistently and timely
- Perform additional tasks as needed or requested
- High 5, Inc. is a drug free workplace!

I have reviewed the above job description, and hereby attest that I can meet all the requirements outlined. I also acknowledge that the above job description is not all encompassing and High 5 reserves the right to change these duties at any time during my employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_