



## **Part-Time Custodian**

### **About TFS**

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

### **Job Summary**

Tallulah Falls School Plant Services Department is seeking a part-time custodian. This role assists the Custodial Manager.

### **Responsibilities:**

The essential functions include, but are not limited to the following:

- Perform cleaning and maintenance tasks, including but not limited to dusting, sweeping, vacuuming, or washing floors, windows, and walls.
- Disinfecting surfaces
- Remove trash and debris from assigned properties.
- Sets up, moves, and takes down various items of furniture or equipment as needed.
- Inventories and dispenses routine materials and supplies.
- Reports abnormal building conditions to supervisor.
- Ensure quality customer service through positive interactions with faculty, staff, students, family, and the public.
- Maintains highest level of safety and risk management at all times.
- Responds appropriately to all emergencies and reports all incidents to appropriate supervisor.
- Other duties as assigned.

### **Requirements & Qualifications:**

- High School Diploma or GED required.
- Valid Georgia's Driver's License
- Related work experience preferred.
- Strong communication skills.
- Ability to work independently and as part of a team.
- Available to work day and/or evening shifts

### **Standard Physical Requirements:**

- Must be able to sit, stand, kneel, stoop, climb stairs and walk for an extended period of time.
- Must be able to understand written and verbal instructions
- Must be able to communicate and respond to questions from various levels with the organization
- Must have manual dexterity sufficient to perform specified duties
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division

### **To Apply**

Interested candidates can bring by an application and/or resume, and a list of three professional references on weekdays between 8:00AM to 4:00PM to the TFS Maintenance Shop located on the Upper School Campus or by emailing it to the Director of Plant Services at [michael.rogers@tallulahfalls.org](mailto:michael.rogers@tallulahfalls.org). For more information, please call 706-490-3475 or 762-239-8826.

*Tallulah Falls School is an equal-opportunity employer.*

*All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.*