



marin
country
day
school

Custodian – Environmental Services
Reports To Custodial Supervisor
Full Time Non Exempt
Work Period: 3:00 PM-11:00 PM

About Marin Country Day School (MCDS)

MCDS is an independent, K-8, co-educational day school enrolling approximately 590 students from across the Bay area, drawing equally from San Francisco and Marin. At MCDS, every employee is integral in creating a learning community in which all seek to improve as practitioners, learners and team members, and we support our outstanding faculty and professional staff through our strong professional development program.

The position is part of the Campus Operations Department.

Essential Functions

Under minimum supervision, performs a variety housekeeping tasks across campus. Provides support for special events and activities setups.

Principal Responsibilities

- Routinely cleans offices, classrooms and restrooms by sweeping, mopping, dusting and emptying trash receptacles maintaining the campus and grounds in a clean and sanitary condition and high level of cleaning standards.
- Sweeps and cleans school playground areas as required.
- Strips, rinses, waxes and polishes floors using mops and buffer; moves furniture where required.
- Washes and cleans classroom furniture, equipment and restroom facilities.
- Cleans windows, ceilings and light fixtures as requested.
- Performs a wide variety of setup support for special events and activities working from various written specifications, sketches, and verbal instructions.
- Uses assorted powered cleaning equipment and tools.
- Assists in maintaining an adequate inventory of supplies and cleaning materials.
- Assists other maintenance and custodial personnel as required.
- Work closely with administrators and faculty to accommodate and facilitate their programmatic needs.
- Takes on additional projects or responsibilities, as the Custodial Supervisor deems appropriate.

Environmental and Safety Responsibilities

- Actively participate in the safety and emergency operations of MCDS.
- Enforce MCDS security policies and programs.
- Observes school/OSHA health and safety regulations; maintains good housekeeping practices.

Preferred Qualifications

- Minimum three years' experience in custodial services.
- Have a working knowledge of powered cleaning equipment.
- Have a working knowledge of cleaning products and practices.

- Familiar with all applicable environmental and safety regulations for cleaning products used.
- Ability to perform basic and routine maintenance.
- Strong interpersonal skills: ability to maintain a professional attitude in a sensitive environment.
- Duties may require frequent lifting of minimum of 50 pounds.
- Ability to climb ladders and stairs
- Have CA driver's license and good driving record.

Located approximately ten miles north of the Golden Gate Bridge, the school enjoys a unique 35-acre campus bordered by the San Francisco Bay to the north and Ring Mountain Nature Preserve to the south. The school is approximately 20 minutes from both San Francisco and Berkeley.

Employment Benefits

MCDS offers a generous benefits package including hot and cold lunches provided daily, 10 vacation days and 10 sick days per year, appx.21 paid holidays (including 10 days during winter break), Medical/Dental/Vision, 403b with company match, direct deposit, on-site flu shots and on-line benefits information. Benefits begin on the first of the month after 30 days of employment.

MCDS is an equal opportunity employer and promotes the principles and practices of diversity throughout the school community.

Email: employment@mcds.org