

UrbanPromise Wilmington Job Description

Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff, and volunteers, in the neighborhoods of our city.

Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

Job title	<i>Part Time Custodian</i>
Reports to	<i>Asset Manager</i>

Job purpose

The custodian will be responsible for the cleaning of the UP school buildings. Initially this position will be between 12 and 15 hours and involve the cleaning of our high school Academy. When the UP elementary school reopens, we will add this facility to the job responsibility and expand the hours based on needs.

Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

- **Foster Community in Christ**
 - Engage in personal spiritual development (get a mentor, Bible study, and prayer)
 - Participate in staff spiritual practice activities when possible (prayer, Bible study)
 - Support and engage in safe practices
 - Engage in professional development through staff retreats, training, and team building events
 - Invest and support, through actions and attitudes, the UPW community
 - Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like
 - Have fun
- **Clean Academy Facility located at 2223 N. Market St. as follows:**
 - Floors – Daily sweep, mop and vacuum all floors, including kitchen, bathrooms, classrooms, offices, hallways, stairs, and common areas
 - Bathrooms – Daily clean all bathrooms, including sinks, toilets, counters, mirrors.
 - Surfaces – Daily wipe down all surfaces in common areas, lockers, conference rooms and offices. Weekly wipe down classroom surfaces. Students, teachers, and administrators will maintain papers, personal garbage, and desktop papers.
 - Kitchen – Daily wipe down surfaces in the kitchen. Monthly deep clean refrigerator, microwave and other appliances. Academy Staff will wash and put away their own dishes.
 - Garbage Inside– Daily empty bathroom garbage cans and kitchen garbage cans. Teachers and administrators will empty their own classroom or office trash cans.
 - Garbage Outside – Daily pick up garbage on and around the Academy property. Teachers, students and administrators will pick up after themselves when using the outside space.
 - Spills – Students, teachers and administrators should clean up after spills.
 - Doors – Wipe down all door handles on all classrooms, bathrooms, offices, entrance, etc.
- **Order and Restock Cleaning and Paper Supplies (not including computer or printer supplies)**
 - Manage supply inventory. Order supplies monthly to include floor cleaners, general

cleaners, Toilet Paper, C-Fold, Paper Towels, tissues, various sized garbage can liners, Masks, Hand Sanitizer.

- Keep supplies orderly in the storage area. Keep dangerous chemicals locked.
- Change lightbulbs.

- **Report maintenance and repair needs to Asset Manager**

- Repair simple maintenance issues if possible, or report to Asset Manager.

Approved by:	
Date approved:	
Reviewed:	