

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Custodian
Department:	Facilities
Reports to:	Custodial Supervisor
Date:	7/8/2021

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Custodian at St. Francis Catholic High School is responsible for the cleanliness, sanitation, and visual appearance of the campus classrooms, offices, restrooms, common areas, cafeteria, indoor sports areas, performing arts venues, and other buildings. The Custodian also assists with event set-ups and breakdowns and is responsible for securing assigned rooms after cleaning has been completed. The Custodian is accountable to the Custodial Supervisor.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Perform cleaning of restrooms, offices, classrooms, common spaces, open spaces, athletic and performing arts venues, and other buildings.
- Perform carpet spot cleaning, vacuuming, bonneting, and repairs.
- Perform hard floor auto-scrubbing, stripping, waxing, and burnishing.
- Assist with event set-ups, monitoring of events, and breakdowns.
- Assist with internal campus moves/relocations.
- Responsible for securing assigned classrooms after cleaning has been completed.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

High School degree or equivalent.

Job experience:

At least one year experience as a custodian. Experience in a school environment is preferred.

Technical/Functional skills:

- General knowledge of Covid-19 and other infectious diseases cleaning practices.



Job Profile

- General knowledge of green cleaning practices and safe use of cleaning chemicals.
- General knowledge of cleaning and floor equipment.
- Ability to stand for long periods as well as bend, squat, lift 100 pounds, carry 100 pounds, push, and climb.
- Ability to work cooperatively with Facilities staff and all school personnel.
- Effective written and verbal communication skills.

Other Requirements:

- Ability to work assigned hours, Monday through Friday, or as needed on Saturdays. Must be flexible as schedules can shift depending on campus needs. Occasional Sundays may be required (@4 per year).
- Other duties may be required as needed.