

Saint Joseph the Worker Parish of Beal City Job Description

TITLE: School Custodian

Date:

SUPERVISOR: School Principal

STATUS: Part-time 1, Hourly, Non-Exempt (20 hours per week)

GENERAL DESCRIPTION

To provide general cleaning and custodial services for Saint Joseph the Worker School and Rectory

ESSENTIAL DUTIES & RESPONSIBILITIES

- Clean the school classrooms in a thorough manner after each school day. Vacuum carpeted areas and clean the school hallway and remove all trash. Clean school window interiors and exteriors. Dust and perform general clean-up of rooms and offices, including desks, computers, and chalkboards.
- Clean the school restrooms each day as well as church and cafeteria restrooms. Clean tiled areas, sinks, stalls, and toilets. Perform the general clean-up of restrooms in a professional manner. Remove trash and take recycling to the recycling center on a regular basis.
- Clean the school library after each day. Vacuum carpeted areas and dust. Remove trash and perform general clean-up.
- Perform other school cleaning as directed by the principal, such as summer carpet cleaning and projects.
- Clean the rectory and church offices every other week.
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Immediate supervisor - school principal; secondary - Pastor/Parochial Administrator.
- Works with the School Principal, Pastor/Parochial Administrator and other parish/school team members.

QUALIFICATIONS & SKILLS

Education: High school graduation or equivalent

Experience: Minimum of one-year prior experience in custodial/janitorial field

Qualifications: Must possess the ability to clean in a thorough manner, especially in areas that are not regularly used. Must have basic janitorial skills. Must be able to perform tasks with minimal supervision. Must be able to perform duties in a professional manner.

Job Related Skills: Effective in working with parish/school leaders and volunteers. Well organized in work habits: dependable, punctual, independent worker and self-starter, flexible and decisive. Good communication skills, both verbal and written, and knowledge of janitorial equipment. Must be flexible to adapt work hours in conjunction with school situations.

Interpersonal Skills: The ability to work with others in a collaborative team environment. The ability to support team programs, projects, and events. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** Typical work schedule is during normal business/school hours; evening and weekend availability as needed (e.g. parish/school events, etc.)
- **Nature of Work:** Work is performed in the buildings of the school, parish rectory and offices. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee must be physically able to perform all duties and responsibilities of the position. Must be able to lift up to 50 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____