

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Notre Dame School-Chico

POSITION: Custodian/Maintenance

CATEGORY: Non-Exempt

POSITION STATUS: Part Time

SUPERVISOR: Principal

JOB SUMMARY: The custodian, under the direction of the principal, provides coordinated custodial services to the school facility to ensure a clean and safe environment. The custodian also provides set-up and cleaning services for evening or weekend activities, as required.

ESSENTIAL FUNCTIONS:

- As part of the educational ministry of the Diocese of Sacramento participates in school liturgies
- Exhibits flexibility in the day-to-day school environment
- Oversees the physical plant as directed by the principal
- Cleans classrooms, hallways, washrooms, bathrooms, rooms, offices, drinking fountains, cafeteria, gym, and entrances, as scheduled by the principal
- Inspects and cleans walls for graffiti and markings, if necessary
- Performs day-to-day maintenance, as directed by the principal
- Checks outside buildings for damage, litter, and/or conditions of general deterioration
- Maintain grounds, mows, waters and edges lawns, removes weeds, prunes and rakes as directed on a seasonal basis
- Provides other general assistance, as necessary, i.e.: setting up the tables and chairs in the facilities as requested, hauling and moving items and equipment, running errands
- Collects and disposes of trash and garbage
- Reports cleaning and ground maintenance needs to the principal for the Facilities Committee
- Performs scheduled monthly, semiannual, or annual janitorial duties, i.e.; floor waxing, painting, window washing, carpet cleaning, as directed by the principal in accordance with the school's maintenance schedule
- Provides set-up and cleaning of facilities for evening or weekend activities as directed by the principal on an "as needed" basis
- Opens the halls and does a walk-through for events.
- Performs walk-through after events and checks out tenants
- Calls contractor for repairs, as needed
- Accepts responsibility for the safety and well-being of each child
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Performs additional duties as requested by the principal

MINIMUM QUALIFICATIONS:

Working knowledge of modern cleaning methods; understands use and care of cleaning materials and equipment. Has the ability to work cooperatively with others and follow oral and written directions. Able to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise.

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Displays ability to communicate clearly and effectively
- Exhibits knowledge of school operations
- Possesses necessary janitorial skills
- Possesses general knowledge of janitorial supplies and their application
- Displays ability to lift 50 lbs.
- Displays ability to stand for long periods
- Handles exposure to climate change and temperature
- Exhibits self-motivation
- Exhibits judgement and tact in performing duties with minimal supervision
- Provides evidence of medical permission to perform all listed functions
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE