POSITION TITLE: Custodian

Opening Date: 12/11/2019

Closing Date: When Filled

Location of Job: Central Catholic High School

Location Address: 2401 SE Stark St, Portland, OR 97214

Position: Fulltime, Exempt

Position Summary:
The Custodian fulfills the mission of Central Catholic High School by maintaining a neat, clean, safe, and organized environment. The Custodian assists the faculty and staff by ensuring that the school is well maintained for its educational purpose. The Custodian has decision-making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the Director of Facilities.

Primary Responsibilities:
• Supports and upholds the philosophy of Central Catholic High School’s education and the mission of the school
• Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
• Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
• Maintains confidentiality regarding school matters
• Cleans classrooms, work rooms, kitchens, hallways, restrooms and carpeted areas daily
• Assists with the set-up and clean-up for meetings and special events
• Complies with MSDS regulations
• Maintains the security of issued keys, secures buildings, turns off lights
• Demonstrates professionalism in conduct, demeanor, and work habits
• Handles other duties as assigned

IMPORTANT JOB FUNCTIONS:
• Collaborates with others to enhance the work environment
• Conducts emergency clean-ups and repairs as needed
• Conducts periodic maintenance activities
• Communicates maintenance and repair issues to the Director of Facilities

WORKING CONDITIONS:
• Required to work some weekends
• Required to manage high to moderate levels of stress
• Required to work in standard school conditions

HOURS:
• Evening shift 3:30PM – 12:00AM
• Ability to work flexible hours as necessary

Salary based upon experience

Required Knowledge, Skills and Abilities:
• Ability to work independently
• Ability to work well with others
• Ability to work in a fast-paced environment
• Skill in critical thinking and planning

Minimum Qualifications:
• High school diploma or equivalent
• 3 years of experience in a school setting preferred

Physical Demands:
While performing the duties of this job, the employee is required to;

• Lift or carry furniture, equipment, and supplies
• Perform strenuous walking, stooping, bending, pulling and pushing, climbing, twisting, grasping, and reaching overhead
• Hear, see, and speak on a daily basis
• Work with chemicals, exposure to dust, and slippery and uneven walking surfaces

Please send resume and cover letter to Mike Pinder, mikepinder@centralcatholicichigh.org to apply.