

Job Title: St. Timothy Parish and School Custodian

FLSA Code: Non – Exempt (Hourly)

Pay Range: Negotiable based upon skills and experience

JOB SUMMARY:

The Maintenance position provides routine and preventative maintenance of equipment and interior and exterior structure of the building; performs mechanical duties and other duties assigned. The position is expected to use personal judgment in carrying out routine duties and responsibilities at the Parish and School.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the policy and procedures manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following (other duties may be assigned):

- Maintains building interiors by dusting and polishing furniture, equipment, mirrors and fixtures; washing windows, counters, walls and woodwork.
- Performs minor plumbing, electrical repair, carpentry work, heating and cooling trouble-shooting and painting.
- Clears sidewalks and walking paths of snow and ice.
- Maintains floors by sweeping, mopping, scrubbing floors, vacuuming, and cleaning carpeting.
- Cleans and resupplies restrooms.
- Performs general cleaning and disinfecting using approved solvents and appropriate tools.
- Removes trash by emptying trash containers; transports materials to disposal area; recycles materials.
- Services and/or reports mechanical malfunctions.
- Maintains baptismal font.
- Performs seasonal work surrounding special meetings and events.
- Is aware of, reports, and removes possible safety hazards.
- Cleans classrooms, hallways, washrooms, lavatories, rooms, drinking fountains, offices, cafeteria, gym, entrances, etc., on a daily basis.
- Inspects and cleans walls for graffiti and markings, if necessary.
- Performs maintenance as directed including but not limited to replacing broken windows, repair doors and door locks and install interior features such as blinds, etc.
- Checks outside buildings for damage, litter and/or conditions or general deterioration.
- Assists grounds persons on an "as needed" basis.
- Performs scheduled monthly, semiannual, or annual janitorial duties including but not limited to floor waxing, painting, window washing, carpet cleaning, etc.
- Provides set-up and cleaning of facilities for evening, weekend and/or seasonal events on an "as needed" basis.
- Works daily with the night building personnel on goals and job completion.
- Maintains "customer and community" confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Continually monitors timeliness to achieve timely completion of all jobs.
- Works with summer crew on prioritizing duties and working closely with the crew to make sure that the duties are completed on-time and of high quality.
- Maintain all school owned property not needing outsourced.
- Communicates daily with the Pastor and Principal in regards to projects and/or daily duties.
- Notifies Pastor, Principal and Business Manager about issues that may require outsourcing.
- Regular attendance and punctuality is essential for this job.
- Performs other duties as requested and needed.

OTHER POSITION DUTIES

- Complies with federal, state and local safety laws.
- Maintains a neat and safe work area.
- Various daily tasks as necessary including but not limited to delivery of items within the building, facilitate health/safety inspections and implement citation corrections, inspections of fire extinguishers and assisting faculty and staff.
- Order supplies and ensure that all equipment is operational.
- Perform other duties as assigned.

POSITION QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent required. Must possess necessary janitorial skills, the ability to perform outlined task with minimum supervision, be self-motivated and have some general knowledge of janitorial supplies and their applications. Must successfully pass Diocesan background screening and Safe Environment Training. A minimum of one year prior experience is preferred.

SKILLS AND ABILITIES REQUIRED

- Ability to follow oral and written directions.
- Ability to communicate in both oral and written form.
- Ability to read and comprehend a variety of instructions furnished in written, oral, diagram or schedule form.
- Write short correspondence.
- Ability to effectively and respectfully communicate with customers, vendors, Diocesan employees, members of the St. Timothy community and visitors.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to work with others in a collaborative team environment.
- An understanding of the Catholic faith.
- Recognizing that the Parish and School is a smoke-free facility.
- Ability to maintain cooperative working relationships, demonstrates sensitivity, respect a diverse population and maintain all information highly confidential.
- Ability to properly schedule, prioritize, and complete tasks within allocated time.
- Requires knowledge of the proper use and disposal of hazardous materials, safe handling techniques, and use of proper safety equipment as outlined by OSHA.
- Require some knowledge of plumbing, electrical, heating and cooling work, with certification a priority.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. They are as follows: Balancing, carrying, climbing, kneeling, lifting, pulling, sitting, standing, reaching, crawling, stooping, bending, and walking. The employee is required to lift up to 25 pounds and climb step-stools or ladders. The employee is required to be able to complete "heavy work", which is exerting 50-100 pounds of force occasionally and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly to move objects.

Interested candidates should contact the St. Timothy School Principal, George Mosholder, at gmoshold@cdeducation.org or (614) 451-0739.