TITLE: Plant/Facilities Management

REPORTS TO/SUPERVISOR: Principal

JOB TYPE: 40 hours per week

CHARACTERISTICS AND QUALIFICATIONS
The school custodian should possess the following:

- A commitment to Catholic Education and its values; an understanding of Assumption School’s mission and unwavering commitment to fulfill it

- A high level of personal integrity and professionalism
- Organizational skills
- Physical capabilities to lift up to 30 pounds, climb ladders, safely work with cleaning chemicals, etc.

RESPONSIBILITIES AND DUTIES
The description of tasks is not intended to outline every last detail of the facility manager’s position. It will serve to give a general outline of the duties related to the job.

A. Morning Duties
   a. Open up gates
   b. Set up safety cones for morning drop off
   c. Walk-through campus check

B. Restrooms
   a. Empty wastebaskets
   b. Regularly check and fill hand soap, paper towel, & tissue supplies
   c. Check that toilets, urinals, faucets & drains are working
   d. Clean doors and partitions for graffiti or writing
   e. Check deodorant blocks
   f. Check that paper towels are disposed of in the garbage
   g. Replace lights if necessary

C. Hallways
   a. Clean benches
   b. Remove garbage and leaves
   c. Vacuum welcome mat
   d. Replace light fixtures as needed
   e. Power Wash when needed
   f. Clean and sanitize drinking fountains

D. Lunch Duties
   a. Wipe down tables and benches
   b. Mop Parish Hall after lunch if used
   c. Throw all garbage in the dumpster
   d. Set up garbage cans
   e. Supervise yard on assignment

E. Gym and Storage
   a. Sweep and/or Mop the gym floor
   b. Sweep stage
   c. Clean gym door glass
   d. Vacuum gym rugs
   e. Set down and roll up gym carpets

F. School Office
a. Vacuum school office
b. Empty office & faculty wastebaskets
c. Dust all desk and ledges

G. Miscellaneous
   a. Minor repairs as needed
   b. Manage summer school-wide tasks for preparation of new school year
   c. Table and chair set up for school functions
   d. Receive shipments and deliver them to the appropriate parties
   e. Order supplies through current vendor - Waxie
   f. Rake/monitor tanbark on both play structures
   g. Monitor custodial services - Extreme Janitorial
   h. In consultation with principal, call repair/vendor companies for more involved repairs
   i. Keep vendor contact list updated
   j. Review vendor receipts for accuracy, sign off and turn in for payment.
   k. Monitor laminator in Maker Space
   l. Manage the boiler
   m. Manage tree and shrub trimming
   n. Monitor campus for safety
   o. First response to security alarm as needed - upkeep monitoring services
   p. Meet with fire inspector and implement code changes as necessary
   q. Meet with School Board Facilities and Grounds Committee for updates on long-term projects.