


  
**St. Francis**
  
 CATHOLIC HIGH SCHOOL
   
**JOB PROFILE**

Job Title:	Custodian
Department:	Facilities
Reports to:	Director of Facilities
Date:	7/25/2017

### General Summary

*What is the primary purpose of this position?*

The Custodian at St. Francis is responsible for the cleanliness, sanitation, and visual appearance of the campus classrooms, offices, restrooms, common areas, cafeteria, indoor sports areas, performing arts venues, and other buildings. The Custodian also assists with Special Events set-up and teardown and is responsible for securing assigned rooms after cleaning has been completed. The Custodian is accountable to the Custodial Supervisor, Operations Manager, and Director of Facilities.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

- Perform cleaning of restrooms, offices, classrooms, common spaces, cafeterias, open spaces, athletic and performing arts venues, and other buildings.
- Perform carpet spot cleaning, vacuuming, bonneting, and repairs.
- Perform hard floor auto-scrubbing, stripping, waxing, and burnishing.
- Assist with event set-ups, monitoring of events, and teardowns.
- Assist with internal campus moves/relocations.
- Responsible for securing assigned classrooms after cleaning has been completed.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

Education:

High School degree or equivalent.

Specialized training:

Bilingual communication a plus.

Job experience:

At least one year experience as a custodian. Experience in a school setting preferred.

Technical/Functional skills:

- General knowledge of green cleaning practices and safe use of cleaning chemicals.
- General knowledge of cleaning and floor equipment.
- Ability to stand for long periods as well as bend, squat, lift, carry, push, and climb.
- Ability to work cooperatively with Facilities staff and all school personnel.
- Effective written and verbal communication skills.

Other Requirements:

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- Ability to work 3:00 p.m. – 11:30 p.m. Monday through Friday, or as needed. Occasional nights and weekends may be required.
- Other duties may be required as needed.