

Position Title: Custodian - Maintenance

Primary Function: To provide a clean, healthy and attractive environment for students, staff and families at Mary of Lourdes School.

Major Responsibilities:

- Perform daily cleaning tasks in all classrooms
- Perform cleaning tasks in all offices
- Prepare and clean the kitchen daily
- Perform major cleaning tasks during summer months and Christmas break days
- Ensure building security
- Be aware of and follow OSHA, Bloodborne Pathogens, and Employee Right to Know Regulations
- Have positive and professional interaction with students, school staff, parish staff, parents and the greater community

Summary of Key Duties:

- **Perform daily cleaning tasks in bathrooms, halls and classrooms:** Clean sinks, stools, urinals, mirrors, replenish paper and mop floors. Clean all water fountains, vacuum carpets, sweep floors, empty wastebaskets and mop up spills or spots.
- **Perform cleaning tasks in all offices and general use rooms:** Gym, art/science, hallways, paraprofessional rooms, etc. Clean tutor's rooms and offices three times a week by vacuuming carpets, emptying wastebaskets, sweeping floors, wet mopping, etc.
- **Prepare and clean kitchen daily:** Sweep and mop kitchen floor, serving area and clearing area.
- **Perform major cleaning tasks during summer months and Christmas break days:** Clean walls, strip and wax floors, shampoo carpets, wash windows, clean blinds/shades/curtains, clean light fixtures.
- **Insure building security:** Unlocking and locking school doors interior and exterior.
- **Be aware of and follow OSHA, Bloodborne Pathogens and Employee Right to Know Regulations:** Attend workshops or watch videos to stay current on regulations.
- Interactions with all students, staff, parents and greater community are to be done in a positive, professional manner according to our Mission.

Organizational Relationships:

- 1) Accountable to building Principal
- 2) Works cooperatively with other janitors
- 3) Relates role to Mary of Lourdes School Mission and Philosophy.

Performance Standards:

- 1) Daily cleaning in all areas of the building and music building, provide a healthy, pleasant environment for learning.
- 2) General use rooms and areas of the building are clean, safe and inviting.
- 3) The school kitchen is cleaned to provide a pleasant eating environment.
- 4) The building is thoroughly cleaned and ready for staff and students to begin the school year and after Christmas break.
- 5) Building is secured by locking rooms and exterior doors.
- 6) Janitors are reviewing current practices to ensure surfaces are appropriately cleaned and preserved.

PART B: POSITION - HOLDER QUALIFICATIONS

Education: Special Boiler's License

Experience: High School diploma and related work experience.

Skills: Ability to keep the building well maintained, clean and inviting for students and staff. Ability to communicate positively with students, school staff and parish staff, parents and the greater community.

Initiative: Self-motivated, able to work without direct supervision and perform tasks assigned.

Judgment: Must exercise confidentiality when necessary, must exercise good judgment in all areas of this position.

Personal Characteristics: Flexible, adaptable, resourceful, friendly, conscientious.