St. Anthony Tri-Parish Catholic School

Job Description: Custodial Services

**Hours**: As Assigned

**Position Type:** At Will

Classified

Part Time (Under 20 Hours per Week)

Hourly FLSA Status: Non-Exempt

**Reports To:** Building & Grounds Manager

**Supervisory**

**Responsibilities**: This position has no supervisory responsibilities.

**Brief Description**:

The custodian position will be responsible for cleaning the classrooms, commons area, hallways, bathrooms and other used areas of the school. They will also be responsible for maintaining work stations and work carts, and keeping supplies in stock. Other duties as needed may include cleanup of spills, cleanup of bodily fluids, or assisting ill or injured children to the office.

**Job Functions**:

Essential job functions will include but are not limited to the following:

* Consistent Attendance will enable limited resources to keep a clean and safe environment for the school
* Strict Punctuality will minimize disruptions for the classrooms by being available when empty
* Restocking paper goods and soap dispensers throughout the building.
* Cleaning and maintaining the cleanliness and safety of the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | • | Classrooms | • | Cubbies/Lockers |
|  | • | Collaboration rooms | • | Garbage cans |
|  | • | Walls | • | Whiteboards |
|  | • | Fixtures | • | Conference Rooms |
|  | • | Bathrooms | • | Forum |
|  | • | Window frames | • | Music room/stage area |
|  | • | Windows | • | Offices |
|  | • | Hallways | • | Floor Cleaning |

Other duties which may be assigned:

* Setting up for Mass – moving or stacking tables and chairs.
* Setting up for special events
* Observing and reporting of safety and maintenance issues
* Additional assistance during the major fundraiser of the year, PIE
* Student Supervision: Crosswalk, Recess, and/or Lunchroom duty
* Snow Removal
* Summer responsibilities will vary to include outside work.

**Physical Requirements**:

* The position will include frequent walking, standing, pushing, pulling, lifting and bending.
* The position will include repetitive motions.
* The position will include some crouching or kneeling.
* The position occasionally requires lifting/carrying objects weighing 25 to 50 pounds.
* The position will include use of industrial floor cleaning equipment.
* The position occasionally requires use of a ladder.
* The position is subject to both inside and outside environments.

**Qualifications**:

Applicant must complete a Safe Environment Training and pass a background check as mandated by the Diocese of Cheyenne.

Applicant must possess the following:

* Love children
* Take pride in their work
* Good, appropriate language skills
* Recognize jobs that need to be done and do them
* Self-starter
* Work well with others
* Good observation skills

Scheduled vacations need to be taken during summer months.

ACKNOWLEDGEMENT OF RECEIPT OF COPY OF

EMPLOYEE JOB DESCRIPTION

St. Anthony’s Tri-Parish Catholic School is an at will employer. St. Anthony’s Tri-Parish Catholic School have the right to end their work relationship with St. Anthony’s with or without advance notice or cause. Employees have the same right.

I have read, understand, and received a copy of the Job Description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name of Employee)