

ST. CHARLES BORROMEIO

POSITION TITLE:

Part Time (Maintenance/Custodial Department)

October 2017

REPORTS TO: Parish Administrator

OVERVIEW OF THE POSITION: Under the direct supervision of the Parish Administrator, to maintain school buildings and building and grounds in orderly, neat, safe and operable condition.

RESPONSIBILITIES/DUTIES ESSENTIAL JOB FUNCTIONS:

1. Keeps building and premises, including sidewalks, driveways, stair wells and play areas, neat and clean.
2. Follows and implements safe work practices and wears appropriate protective equipment
3. Performs general cleaning and maintenance of the school building including sweeping, mopping, vacuuming, painting and dusting.
4. Prepares surfaces for paint, wax, and/or floor seal.
5. Restocks disposable items.
6. Removes refuse from the building and places in outside refuse container.
7. Perform minor maintenance tasks (changes light bulbs, replaces chairs glides, etc.), while notifying maintenance supervisor of higher level maintenance needs.
8. Makes minor repairs of equipment and performs preventative maintenance on assigned equipment (cleans/changes mop heads, changes vacuum bags, washes out mop bucket, etc.)
9. Lifts, stacks, stores and moves all types of supplies; equipment; and furniture in, out or between rooms, buildings, or places of business.
10. Moves and uses ladders as necessary.
11. Identifies and uses, with skill, all types of custodial equipment and tools.
12. Assists in seasonal grounds work (mowing, trimming, etc.).
13. Moves furniture or equipment, supplies, or large packages as requested by maintenance supervisor within the building.
14. Reports immediately to the Parish Administrator any damage to school property.

ADDITIONAL JOB FUNCTIONS: Performs other duties as assigned.

REQUIREMENTS:

Some heavy lifting and physical labor is required. Required to lift and/or move up to 50 pounds.  
Demonstrates the ability to understand and follow directions in English.  
Experience as a custodian in a school setting or related environment preferred but not required.  
Strong communication skills, both oral and written.  
General knowledge of communication tools, including phone systems, email and like.  
Technical competencies, including clerical, maintenance, landscaping, and the like.

**COMPENSATION AND TERMS:**

HOURLY RATE dependent upon experience and Seattle Archdiocese Pay Scale  
NOT TO EXCEED 30 HOURS IN A WORK WEEK.  
HOURS OF WORK 10:30 A.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY.

TERMS OF EMPLOYMENT Term of employment is part-time. No vacation, holiday, or health benefits provided.

ACKNOWLEDGMENT THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. ST. CHARLES ADMINISTRATION RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NONESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
PRINTED NAME \_\_\_\_\_