



Bishop Manogue Catholic High School

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSIONSM

Job Description: Custodian

Reports to: Director of Facilities

General Overview of the Position

The Custodian is responsible for maintaining a safe, clean and sanitary school environment. This is a year-round, full-time, non-exempt position with full benefits. Overtime will be paid for all time worked in excess of 40 hours/week.

Responsibilities include but are not limited to

- Perform daily cleaning of assigned area, including vacuuming, mopping, dusting, emptying trash, etc.
- Maintain carpet and hard floors in addition to daily mopping and vacuuming
- Set up and break down for all special events, including some evenings and weekends
- Perform detailed cleaning as needed
- Respond to all calls for assistance from faculty and staff
- Some light maintenance and minor repairs
- Ensure the security of the school after hours, and lock up after evening events

Professional Skills and Expectations

- Knowledge of cleaning methods and equipment
- Able to lift 40 pounds
- Honest, reliable, dependable and hard working
- Able to work independently as well as be a strong team player
- Able to multi-task and manage multiple projects at once
- Must maintain a calm, level-headed and friendly demeanor at all times
- Able to maintain discretion and confidentiality at all times
- Detail oriented, able to prioritize and complete tasks on time
- High school diploma or GED required

Preferred

- Practicing Catholic
- 5-7 years custodial services experience