

Job Title:	Night Custodian	Date	Aug. 1, 2024
Department/Group	Custodial Team	Status	20-25 hrs per week
Location:	St Mary's	Reports To:	Facility Manager
Schedule:	4:00 pm - 9:00 pm	Position Type:	Full Time, \$14-\$16 Hourly (Commensurate with qualification and experience)
Summer Schedule	TBD by Facility Manager	Overtime	Must be approved in advance.

Job Summary

Clearly demonstrates a commitment and dedication to a Catholic faith-based organization by doing a job well with a positive attitude towards others. This role is done for the purpose of maintaining an attractive, sanitary and safe facility for students and public; assisting in providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner.

Building Support

- Assist as requested by supervisor, with a wide range of building support needs; completing tasks efficiently, with minimal noise and disruption to classroom and office personnel.
- Clean classroom, offices, multi-purpose rooms, gym space, entrances, restrooms, per checklist; note any needed repairs on the daily checklist and elevate to supervisor.
- Keep inventory, paper supply and equipment areas clean, sorted, and stored properly. Re-deploy damaged goods, keep recycling staging areas in proper order, and keep equipment like vacuums, floor strippers, mops, cleaning solutions & the MSDS records in good order.
- Make simple repairs (furniture, contents or property of the school) helping the school to extend the life of furnishings and to ensure all equipment is operational and safe for others to use.
- Keep the work area clean and organized; always on alert for potential trip hazards, safety issues, etc.
- Assist with arranging furnishings and equipment (e.g. athletic events, assemblies) for the purpose of providing adequate preparations for meetings, classroom activities and community events.
- Performs summer maintenance (e.g. strips/waxes floors, moves furniture, painting, helps maintenance, removes graffiti, etc.) for the purpose of ensuring that the site is ready for the coming school year.
- Performs work with other custodians as may be required for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.

Physical/Mental Requirements: Coordination and manual dexterity, normal mental and visual capabilities, and the ability to lift 50#.

Required Activities: Walking; sitting; standing; stooping; reaching; talking; handling; hearing; and carrying. Working safely is the #1 priority, especially when operating hand tools, lifting heavy objects. Must be organized and have an eye for detail and complete tasks quietly and efficiently. Is able to accurately record time worked and elevate issues or concerns in a timely manner.

Skills/Qualifications: Able to handle short notice requests for assistance with ease. Must be a self-starter and be a well-organized team player. Be available for evening and weekend work as necessary; have reliable transportation. Be able to manage multiple tasks simultaneously.

Confidential. We do not speak about others in an unkind or gossiping manner. Able to adapt appropriately in a ministerial/school environment. Professional, clean and neat personal appearance. Dependable.

Interpersonal Skills

- Is Respectful. Can treat everyone with respect, can flex easily.
- Can recognize non-verbal cues and adjusts with ease.
- Produces good work; self- motivated and has a high degree of interest in cleanliness.
- Receives feedback in a positive way and is open to adjusting.