

# Custodian Position Description

## 1. Identifying Information

Status: \_\_\_\_\_ Full Time     Part-Time  
          \_\_\_\_\_ Exempt         Non -Exempt  
          \_\_\_\_\_ Salary         Hourly        \_\_\_\_\_ Volunteer

- Reports to: Principal
- Employee must attend “protecting our youth” workshop and submit to background check through fingerprinting.
- Employee is subject to the provisions of the Holy Cross Catholic School personnel manual for part time employees governed by the Diocese of Toledo

## 2. Primary Function of this position

To provide cleaning and light maintenance for our facility and surrounding areas.

## 3. Position Content

### A. Job responsibilities

- 1) Cleans school offices each once per week. These include the main office, the principal’s office and the finance office.
  1. Dusting, sweeping, mopping and vacuuming.
- 2) Teacher’s Lounge
  1. Mop teacher’s lounge daily, empty trash, and wipe down table and countertops.
- 3) Bathrooms
  1. Clean and sanitize toilets and sinks daily, mop floors daily.
  2. Carefully check for any vandalism or normal wear and tear on stalls or fixtures that may need reported to the maintenance person.
  3. Check all toilet paper holders and paper towel dispensers and replenish if necessary.
- 4) Classrooms
  1. Empty trash from all classrooms daily
  2. Clean and sanitize sinks and doorknobs daily
  3. Sweep floor daily
  4. Mop according to mopping schedule
  5. Ceiling fans should be cleaned once per month
  6. Ceilings should be swept or dusted for cobwebs monthly
- 5) Entrances
  1. Entrance floors and doorways should be mopped, cleaned and dusted
  2. Rugs are to be swept and kept clean

3. In the event of snow fall, it may be the custodian's responsibility to remove snow from sidewalks and entrance ways and spread salt to prevent ice from forming.
- 6) Other responsibilities
  1. Setting up lunch tables at appropriate times
  2. Sweeping gymnasium after lunch or other functions that may occur.
  3. wiping down lunch tables
  4. Set up and tear down for weekly mass or programs and assemblies.

7) Seasonal Housekeeping – the following items should be maintained semi-annually. This work shall be above and beyond the monthly housekeeping responsibilities and the employee shall be compensated for his/her time.

1. Windows washed
2. Window blinds washed
3. Light fixtures – washed and cleaned. Burned out bulbs shall be the responsibility of the maintenance person; however it is the responsibility of the custodian to keep him informed, as they are needed.
4. Walls washed or dusted
5. Display cases in front entryway and hallways need to be cleaned.
6. Clean tile in bathrooms
7. Cupboards in teacher's lounge wiped down.
8. Refrigerator in teacher's lounge emptied and cleaned

#### **B. Hours of Work/Compensation**

The custodian will be expected to maintain the above cleaning schedule by working 24 hours per week. The schedule will 2:30p – 6:30p Monday – Thursday with one paid 15 minute break and 7:30a – 4:30p on Fridays with a 1 hour non-paid lunch break.

The custodian will be paid semi-monthly on the 15<sup>th</sup> and the last day of the month. Time cards are to be kept current daily and are to be turned into the principal by the end of the 10<sup>th</sup> and 25<sup>th</sup> days of each month.

#### **C. Position Specifications/Requirements**

- 1) Ability to work flexible hours if needed.
- 2) Ability to lift and move at least 40 pounds
- 3) Ability to maintain confidentiality both on and off premises at all times.
- 4) Provide own transportation for job-related responsibilities
- 5) Positive mental attitude and enjoys working for others
- 6) Ability to pass a fingerprint background check