

Position Description

TITLE: Full – Time Custodian
EMPLOYMENT: Hourly Employee for Academic Calendar, not to exceed 2080 hours per year
DUTY HOURS: 1:00-9:00pm, Monday - Friday (variable hours may occur for weekend needs)

The school custodian performs all custodial duties and responsibilities for school operations in a manner that assures the smooth and efficient operation of the learning environment. With the primary responsibilities of cleaning the school building, the school custodian will work closely with the all maintenance personnel and school administration. This person reports to the Building Principal. The school custodian must be adept in working with assorted technologies, equipment, and cleaning materials as well as have a complete understanding and working knowledge of an academic learning atmosphere.

EMPLOYMENT RESPONSIBILITIES:

The School Custodian shall:

- Keep the school building clean and maintained, including but not limited to: Classrooms, hallways, gymnasium / auditorium, restrooms, offices, and storage rooms
- Keep the school campus clean and maintained, including but not limited to: Parking areas, yard, sidewalks, roof, siding, windows, and fence.
- Be punctual, trustworthy, cooperative, and work without direct supervision.
- Have a stable work history with positive employment recommendations.
- Have a high school diploma or the equivalency of one.
- Have or have the ability to obtain a Low Pressure Steam, Third Class Boiler License.
- Be self-initiating, possess excellent organizational skills, see things that need to be done and plan for them.
- Not have a criminal record or history of criminal activity.
- Organize and maintain accurate and complete records, as required by the Diocese of Helena, State of Montana, and Missoula Catholic Schools.
- Practice and support safety standards, as they relate to work related responsibilities.
- Assist other custodial / maintenance personnel with building and campus projects.
- Organize and maintain all building files that relate to the building / school operations.
- Keep accurate and up to date maintenance / custodial records and post daily reports, inform the Principal of any custodial needs or concerns.
- Anticipate upcoming student activities and school events and properly prepare the building and campus for the events and activities.
- Have the ability to lift fifty (50) pounds without assistance.
- Treat matters of school business and student information in a confidential manner.
- Call-in all problems with equipment on service contract.
- Comply with other duties as assigned by the Principal and Head Maintenance Supervisor.

WORKING CONDITIONS:

The school custodian begins work each school day at 2:00 PM and works an eight (8) hour shift with a thirty (30) minute paid lunch. The school custodian position is a physically demanding one. This person moves throughout the building and campus, sweeping, cleaning, emptying refuse, reaching, lifting, crawling, and climbing, both indoors and outdoors. This person is required to use general maintenance equipment, including but not limited to vacuum cleaner, floor buffer, laundry equipment, hoses, mops, and various cleaning supplies. This person is expected to be in good physical condition, capable of working on his / her feet for several hours at a time, as well as capable of lifting and carrying fifty (50) pounds without assistance.