

# AVE MARIA CATHOLIC SCHOOL

## Job Description

**Position Title:** CUSTODIAN

**Position Category:** NON-EXEMPT

**Position Status:** FULL-TIME HOURLY

**BENEFIT ELIGIBLE**

**Immediate Supervisor:** FACILITIES MANAGER

**Department:** MAINTENANCE

### General Introduction:

The Bishop of Sioux Falls is the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594). In a unique and visible way, he makes Christ's mission present and enduring while functioning in his role as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop trusts chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local Pastor in particular ways as outlined in this position description.

### Position Summary:

This position provides general cleaning, light maintenance and upkeep of the Ave Maria Catholic School facility/property. Duties may include other custodial and maintenance duties as assigned by the Facilities Manager.

### Essential Duties and Responsibilities:

#### School Cleaning and Custodial –

- Clean and mop school floors, scrubbing and buffing as needed. Vacuum and sanitize classrooms and office areas on a regular basis. Periodically wax floors, at least annually.
- Clean all doors, outside rugs, etc., assuring that the entrances to the buildings are always presentable.
- Wash windows as needed.
- Keep gym and stage areas clean. Arrange tables and chairs as needed/requested for specific functions or activities.
- Clean bathrooms, hallways, and classrooms. This includes dusting, removing garbage, scrubbing tables, counters, toilets and sinks, replenishing paper towels, toilet paper and other supplies as needed.
- During summer months, when classrooms are not in use, perform more thorough cleaning tasks such as scrubbing/painting walls as needed, cleaning carpets, washing windows and performing any needed repairs in the school.

#### Building and Grounds Maintenance –

- Trash removal and other routine upkeep.
- Perform routine inspections of property and buildings.
- Remove trash from the entire complex on a regular basis.
- Assist in other areas, as needed, including lawncare and snow removal.

#### Special Duties –

- Order supplies as needed (i.e. floor cleaning supplies, ice melt for sidewalks, paper products, etc.)
- Other duties as assigned by the Principal or Facilities Manager.

### Essential Qualifications:

#### Primary:

- Willingness and ability to effectively make known the Catholic Church's teachings through the varied ministry activities expected of this position
- Willingness and ability to act as a personal witness to the Catholic faith and religion by living both one's professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church, as embodied in the various documents of the Roman Catholic Church, including, without limitation, the Catechism of the Roman Catholic Church

Experience:

- Prior experience in facility cleaning.

Other Elements:

- Self-starter and well organized
- Good time management and responsibility in accomplishing assigned tasks.
- Flexibility to work where needed.

**Required Knowledge, Skills and Abilities:**

- Ability to work independently and in a team-oriented environment with the ability to multi-task or switch priorities depending on needs or demands.
- Ability to use computer applications, office phones and other technology to order supplies as needed.

**Job Conditions/Physical Demands:**

- Ability to push, pull, lift, and carry items up to 50 pounds.
- Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the hands, fingers and wrists.
- Ability to work in an office or classroom environment as well as other environments according to needs.

**Acknowledgement:**

I understand that in accepting the terms of this job description I acknowledge that I am a person of faith, and possess the professional abilities and personal attributes necessary to carry out the Primary Essential Qualifications and perform the duties and responsibilities listed.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_