



Growth. Values. For Life.

### CUSTODIAN JOB DESCRIPTION

**Department:** Facilities

**Supervisor:** Director of Operations & Campus Planning

**Status:** Full-time (12:00 – 8:00 p.m.)

This position is responsible for performing custodial tasks throughout the buildings and campus to maintain an overall safe and clean environment. Additionally, this position will share the responsibility for event set up and breakdown. When necessary, this position will be asked to perform basic maintenance requests (ie. hanging pictures, changing bulbs).

#### **SPECIFIC DUTIES:**

##### Custodial

- Sweep, vacuum, mop, (dry, wet, dust) strip and buff floors
- Clean and vacuum carpeting, shampooing as needed
- Dust and wash windows, window sills, and woodwork
- Wash and disinfect equipment and furnishings
- Empty waste containers and replace disposable liners
- Clean and disinfect restrooms including sinks, tile trim, countertops, toilets and other fixtures
- Clean and disinfect kitchen area including sinks, countertops and other fixtures
- Stock lavatory supplies with toilet paper, paper towels and soaps
- Sweep and keep tidy exterior areas of debris
- Shovel snow from walkways
- Clean and return all equipment to its designated location
- Support Maintenance team in performing minor repairs including basic plumbing, carpentry, painting, and hardware fixes
- Perform minor troubleshooting, repairs and adjustments for minor equipment and structures such as locks, doors, cabinets, desks, windows and lockers

##### Events

- Collaborate with departments to understand event requirements and timelines
- Coordinate and execute set-up and teardown of furniture, equipment, and supplies for school events (assemblies, performances, meetings, etc.) within required timelines and specifications
- Ensure proper storage and care of event-related materials

## **Safety**

- Maintain and use safety and personal protective equipment
- Follow all universal safety procedures
- Report faulty equipment or minor/major repairs Director of Operations & Campus Planning

## **WORK ETHIC:**

- Maintain confidentiality at all times regarding the Ursuline community
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and Ursuline's founder, St. Angela Merici
- Attend all required meetings
- Respect, cooperate, and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae and exemplify Ursuline's core values
- Perform all other duties as assigned

## **QUALIFICATIONS:**

- High school diploma or equivalent
- Previous custodial experience required
- Working knowledge of basic maintenance tools and techniques
- Strong communication, time management, and organizational skills
- Flexibility to work weekends as needed

## **COMPETENCIES NEEDED:**

Proficient in the cleaning of school facilities and equipment is required. Understand and follow oral and written instructions. Able to operate and maintain basic hand tools and power tools while being aware of the need for safety is required. Willingness to follow safety practices and procedures are required. Employee is punctual and responsible regarding attendance and time card.

## **PHYSICAL DEMANDS:**

Work is performed indoor and outdoor environments. The position requires frequent walking, standing, bending, climbing and lifting up to 50 pounds up to 50 yards as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT:**

The noise level in the work environment is high. The employee may be exposed to moving equipment, extreme weather conditions, toxic fumes and chemicals and infectious diseases. While performing the duties of this job the employee occasionally works in outside weather conditions exposed to extreme cold and or extreme heat.