

Custodian Job Description

Name: _____

School Name: _____ City: _____, TX

Job summary: The Custodian fulfills the mission of the Catholic school by maintaining a neat, clean, safe, and organized environment. The Custodian assists the principal, faculty, and staff by ensuring that the school is well maintained for its educational purpose. The Custodian has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Cleans classrooms, work rooms, kitchens, hallways, and carpeted areas daily
- Cleans and disinfects bathrooms daily and replenishes supplies
- Removes trash from classrooms, offices, and eating areas on a daily basis
- Conducts weekly, monthly, and seasonal cleaning as required
- Assists with the set up and clean-up for meetings and special events
- Periodically disinfects door handles, telephones, switch plates, and trash receptacles
- Maintains exterior entrances and walkways
- Applies universal precautions in cleaning practices
- Complies with MSDS regulations
- Maintains the security of issued keys, secures buildings, turns off lights, sets thermostats
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Collaborates with others to enhance the work environment
- Conducts emergency clean ups and repairs as needed
- Conducts periodic maintenance activities and minor repairs
- Meets with and monitors work of outside contractors
- Communicates maintenance and repair issues to the principal

Minimum qualifications:

Education/Certification:

- High school diploma or equivalent

Experience:

- None required

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Ability to work independently
- Ability to work well with others
- Ability to work in a fast paced environment
- Skill in critical thinking and planning

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Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard school conditions

Mental/Physical Demands:

- Required to lift or carry furniture, equipment, and supplies to a minimum of 50 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to perform strenuous walking, stooping, bending, pulling and pushing, climbing, twisting, grasping, and reaching overhead
- Required to hear, see, and speak on a daily basis
- Required to work with chemicals, exposure to dust, and slippery and uneven walking surfaces
- Required to work in various climate conditions

FLSA classification: Exempt Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a "work at will" state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____