

# **Job description**

**Job Title:** Newman Catholic Campus Lead Custodian / Maintenance

**Reports to:** Facility Manager

## **General Summary:**

The Custodian/Janitor will provide and maintain a clean and safe work environment for all stakeholders.

## **Job Specific Duties & Accountabilities at Schools:**

### **I. Classrooms/Locker Rooms**

- Dry mop all designated rooms on a daily basis as needed but every Wed and Friday Note: Must be able to push/pull in a repetitive manner for cleaning
- Empty all garbage containers in rooms and dispose of all garbage in center dumpster Note: Must be able to carry and lift up to 50 lbs. or more; depending on the amount of daily garbage in disposal bags
- Clean door windows
- Damp mop classrooms and locker rooms when needed; depending on condition of floors
- Vacuum carpeting on daily basis as needed but every Wed and Friday
- Scrub/clean room walls if soiled
- Scrub/clean/disinfect all shower rooms – Bi-weekly

### **II Bathrooms**

- Clean toilets, sinks and urinals on a daily basis
- Use automatic scrubber bi-monthly on floors
- Check for graffiti on divider stalls; clean as needed
- Check/replenish all toilet paper, paper toweling and sanitary napkin dispensers as needed
- Must be able to perform minor plumbing preventive maintenance

### **III Hallways**

- Dry mop all designated hallways on a daily basis
- Damp mop all designated hallways and/or use 17" automatic scrubber when needed Note: Must be able to push/pull 200 lb. automatic scrubber in a repetitive motion

- Vacuum all hallway, stairwell and lobby carpets
- Clean/Wash student hallway entrance windows
- Clean/disinfect all drinking fountains

#### **IV Stairwells**

- Check/sweep stairwells daily
- Damp mop stairwells –bi-weekly

#### **X Perform all seasonal ground maintenance (school & athletic fields)**

A. Mowing and Trimming all lawns are cut on a weekly basis

Note: Must be able to lift 80lbs to dump grass clippings into trailer

B. Landscaping water/trim flowers and shrubs as needed

#### **XI Additional Responsibilities**

- Must be able to carry metal chairs and banquet tables for school functions and rentals in gym and/or cafeteria
- Dry mop/damp mop gym and cafeteria after school functions and sporting events
- Must be able to operate riding tractor for grass cutting and snow blowing Note: Weekend snow removal
- Must be able to operate single disk automatic scrubber and wet vacuum for seasonal floor maintenance
- Wax floors using damp mopping technique for seasonal floor maintenance
- Must be able to push/pull/lift up to 75 lbs. to move classroom furniture when needed for seasonal cleaning
- Notify supervisor of equipment and facilities needing repair or replacement
- Advise supervisor of need to order cleaning supplies
- Perform all duties and tasks with required safety precautions and equipment

#### **General Work Hours**

This is an hourly, year-round position. Work hours will be scheduled during second shift Monday– Friday during school normal operating schedule and as needed on Saturdays.

Job Type: Full-time

Pay: \$13.50 - \$15.00 per hour