

St. Peter Catholic Church

CUSTODIAN

Job Title: Custodian/Full Time/Non-exempt Position

Job Definition:

This custodian position is a full time position that will include cleaning of the school and Selinger Hospitality Center. The custodian will need good communications skills to interact with teachers, parents, students and priests. Reports to the Pastor.

Duties: This job description may not include all of the required duties, knowledge, skills, and abilities associated with this position. This position will require an 8-hour workday with the starting time to be determined in consultation with the supervisor. It could include work on Saturday/Sunday, if needed, such as when we have inclement weather or a special event.

Custodial Duties

With direction from supervisor, complete tasks assigned to high satisfaction in a timely manner and with minimal supervision:

- Maintain safe, clear and clean hallway floors and walls at school
- Clean and sanitize as needed all areas of school (excluding those areas cleaned by cleaning crew/service):
 - Office
 - Sick Room
 - Principal's office
 - Asst. Principal's office
 - Counselor's office
 - School gym
 - Tables and surfaces
 - Windows and glass doors
 - Outdoor walkways, entryways, stairs
- Clean, sanitize, restock and maintain setup of Selinger Hospitality Center as needed based on event calendar
- Respond to immediate campus custodial needs such as bathroom accidents and illness / injury incidents as needed in an effective, professional and timely manner
- Handle cleaning products and operate cleaning machinery in a safe and effective manner, following *Bloodborn Pathogen Policy* when appropriate (training will be provided)
- Complete checklist tasks as outlined by supervisor
- Clutter control and trash management inside and outside of school, including alley and playgrounds
- When witnessing cleaning needs, take initiative to solve problem without specific direction

Maintenance Support

- Perform general simple repairs:
 - Change light bulbs / ballasts

- Physical and mechanical repairs when possible (nails / screws)
- Plumbing solutions (unclog sinks / fountains / toilets)
- Inspect for repairs needed and when witnessing repairs needed, take initiative to solve when possible or complete a Maintenance Request form and submit as soon as possible

Miscellaneous Duties / Information

- Assist with the setup and takedown of chairs, tables, or other equipment for events when directed
- Assist with snow/ice removal as needed
- At the end of shift, ensure security and closure of facilities if not in use
- Other duties as assigned

Knowledge, Skills & Abilities:

- Have a high school diploma or its equivalent
- Ability to stand for long periods of time and perform physically demanding tasks for five hours per day
- Ability to work with machinery and use it safely
- Ability to lift, push, or pull up to 90 pounds
- Ability to work independently and responsibly, with minimal direct supervision
- Ability to understand and follow directions
- Ability to maintain confidentiality, demonstrate discretion, and exhibit common sense with sensitive information
- Possess the ability to work with and relate to the parishioners, school staff, parish staff, the pastor, area clergy, and church personnel in an effective and friendly manner
- Respect the parish heritage, the Catholic faith, and traditions
- Comply with diocesan requirements regarding background checks: a Missouri Department of Social Services Child Abuse or Neglect/Criminal Record Screening
- Attend a Virtus Training session, as required and scheduled by the diocese, and continue to complete updates and training requirements
- Ability to make and apply routine decisions in accordance with parish policies