

Sample School

Position Description

JOB TITLE: Custodian

FLSA STATUS: Non-Exempt

DEPARTMENT:

HRS/WEEK: 6:00 to 3:00 (1 hr lunch)

REPORTS TO: Pastor and/or Principal

DATE: October, 2008

Primary Purpose:

Provide for the efficient up-keep of buildings and grounds for the parish/school. Assure well-maintained, safe facilities for staff and visitors.

Essential Functions:

1. Responsible for operations and maintenance of all systems in the church, rectory and school: heating, cooling, plumbing, and lighting. Performs repairs to the above systems as needed or oversees contractor work in the event of complex maintenance or repairs. Assures compliance with all safety standards, including Diocesan Lock-out, Tag-out policy.
2. Performs routine cleaning and maintenance of all buildings on a daily & weekly basis: cleans bathrooms, sinks and toilets, vacuuming and floor care, dusting and trash removal, replacing light bulbs, etc.. On a periodic or seasonal basis, performs more specialized cleaning and maintenance: washing windows, sealing and waxing floors, shampooing carpets, cleaning and maintaining heating and air conditioning units, etc.
3. Periodically inspects property for safety hazards. Makes repairs and adjustments needed in compliance with the Americans with Disabilities Act to ensure the safety of employees and visitors to the properties.
4. Maintains grounds during warm weather: mowing, planting, pruning and watering. Performs outside maintenance of buildings such as roof repairs, painting, window repair or replacement.
5. During cold weather months, assures safety of parish and school sidewalks, driveways and parking lots by prompt removal of snow and ice. Monitors weather and re-applies de-icer or continues to clear snow as conditions allow.
6. Assists with the routine maintenance of Parish/School -owned vehicles.
7. Orders and maintains all janitorial supplies.

8. Assists with event set-up or tear-down as needed, including arrangements of tables and chairs.
9. Assumes other duties as assigned - special projects or assisting in the absence of other employees.

Knowledge, Skills, Experience Required or Preferred:

Advance technical training as a stationary engineer or in building maintenance and a third-class stationary engineer boiler operator license preferred. Two to four years of building maintenance experience required, including responsibilities for HVAC, electrical and/or plumbing systems.

Physical and Cognitive Requirements:

Medium work - exerting up to 50 lbs. of force occasionally and up to 10 lbs. of force constantly to move objects.

Duties require solving practical problems using a variety of variables with limited standardization; must interpret instructions. A valid driver's license is required.

Works in both inside and outside environmental conditions, with some exposure to atmospheric conditions - fumes, odors, dusts, mists, etc.. Requires working in proximity to moving parts, electrical current and chemicals. Weather conditions may necessitate occasional overtime hours.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary. I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: _____ Date: _____
(Employee)

Reviewed by: _____ Date: _____
(Supervisor)