



|| PART-TIME CUSTODIAN ||

St. Teresa's Academy

Assists in maintaining a clean, safe environment for the students, faculty and staff of St. Teresa's Academy. This position reports to the Operations Manager and the Director of Campus Operations. Position is part time/20 hours, Monday through Friday.

| Responsibilities |

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, etc.) for the purpose of completing and/or facilitating summer projects.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff for the purpose of completing site custodial activities.
- Able to operate custodial equipment including, but not limited to vacuums, low speed roto's, burnishers, carpet extractors, automatic floor machines, etc. Operation of equipment must be consistent with the training provided and the equipment manual.
- Custodial projects including, but not limited to tile floor refinishing, carpet extraction and cleaning and wood gym floor maintenance.
- Responsible for following assigned cleaning schedules and assigned cleaning procedures and practices as directed.
- Assist with the set up and tear down of school events as directed.
- Assist with snow removal or other outside clean up as directed including the policing of school grounds.

|Skills/Abilities|

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the school clean and orderly.
- Ability to interact with staff, students, parents, and visitors at school while remaining professional, polite, and courteous.

|Attributes and Values|

- Takes initiative and works independently.
- Ability to manage multiple priorities effectively

|Physical Requirements|

- Must be able to lift, bend, stoop, climb, reach, and lift to 50 pounds at a time.
- Prolonged periods standing and walking.

|St. Teresa's Academy is an Equal Opportunity Employer|

June 2021