



JOB DESCRIPTION- Custodian

La Purisima Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together.

Position Title: Custodian

Job Summary: The primary role of the Custodian is to maintain the cleanliness and make repairs on the school's facilities. Major tasks and responsibilities are listed below.

Education and Experience:

- High school graduate or equivalent is required
- Current CPR certification is required
- Red Cross First Aid required or prior healthcare experience/training such as EMT or other medical background as deemed appropriate by the School Administration
- Good oral and written communication skills
- Ability to react quickly, calmly, and decisively in a crisis

Reports to: The Custodians work under the supervision of the principal and report to the principal in matters pertaining to the school facility.

Major Tasks and Responsibilities::

1. Front Entrance/Lobby; Hallways/Corridors; School Office; Classrooms; School Hall
 - a. Wipe down counters, tables, and open desk spaces in the school office.
 - a. Clean entrance glass windows inside and out.
 - b. Spot clean doors, frames, and switches in sections daily.
 - c. Empty waste paper and trash in all classrooms, offices, and restrooms each day.
 - d. Wipe down the tops of trash cans.
 - e. Disinfect light switches and door handles.
 - f. Vacuum all carpeted and hard flooring areas, including walk-off mats.
 - g. Dust mop ceramic and resilient floor areas.
 - h. Damp mop ceramic and resilient floor areas.
 - i. Clean lunch tables daily prior to lunch.
 - j. Clean any sinks in classrooms and restrooms thoroughly.
 - k. Clean student desks and chairs.
 - l. Clean and disinfect restroom facilities and flooring thoroughly every day.
 - m. Spot sweep the courtyard and halls daily for trash and other debris.
 - n. Ensure proper safety signage, i.e., "Wet Floor," is deployed when necessary.
 - o. Perform minor repairs as needed.
 - p. Inform facilities manager of needed supplies or materials for cleaning, restrooms, etc.
 - q. Any other activities as deemed necessary by the principal.

2. Front Entrance/Lobby; Hallways/Corridors; School Office; Classrooms; School Hall
 - a. Wipe down counters, tables, and open desk spaces in the school office.
 - a. Clean entrance glass windows inside and out.
 - b. Spot clean doors, frames, and switches in sections daily.
 - c. Empty waste paper and trash in all classrooms, offices, and restrooms each day.
3. Needs that arise as required by Principal

Exterior Trash Cans:

1. Empty trash can and replace liners.
2. Take all trash to the dumpsters in the parking lot.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to talk or hear and taste or smell. The employee is frequently required to sit; walk; run; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 30 pounds. The employee is occasionally required to lift up to 50 pounds and to perform a 2-person lift over 50 pounds.

Interested parties may contact Rosa Ramirez, Principal via email: rramirez@lpcs.net

La Purisima Catholic School
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