

SCHOOL CUSTODIAN

POSITION SUMMARY:

Our Lady Queen of Angels School is a Transitional Kindergarten through Eighth grade Catholic elementary school in the city of Newport Beach, California. We are seeking a hard-working individual interested in becoming part of a team that is passionate about working together to develop students spirituality and academically, as we strive for excellence together.

The General Maintenance Custodian position has the primary responsibility for the cleaning and maintenance of the school campus facilities and grounds in such a way as to promote health, safety, and pleasing esthetics. The cleaning services, e.g. trash removal, mopping, vacuuming, restroom cleaning etc. and at times assisting the parish. This position also includes the responsibility of set ups and breakdowns of parish events throughout the year especially Christmas and Holy Week/Easter Holidays.

REPORTS TO: Director of Facilities **CLASSIFICATION:** Non-exempt

POSITION: Full-time **HOURLY WAGE:** \$21- \$24/hr.

DUTIES AND RESPONSIBILITIES:

- Wipe down counters, tables, and open desk spaces in the school office.
- Clean entrance glass windows inside and out.
- Spot clean doors, frames and switches in sections daily.
- Empty waste paper and trash in all classrooms, offices and restrooms each day.
- Wipe down the tops of large exterior trash cans, empty out and replace liners
- All trash from classrooms and campus taken to the dumpster.
- All lunch tables cleaned prior to lunch.
- After lunch session all lunch tables cleaned and area hosed down.
- Disinfect light switches and door handles.
- Vacuum all carpeted areas including all walk-off mats.
- Dust mop/mop all hard flooring areas.
- Damp mop ceramic and resilient floor areas.
- Clean all sinks in classrooms.
- All restrooms to be thoroughly cleaned/disinfected including flooring everyday.
- Clean student desks and chairs.
- Spot sweep the courtyard everyday for trash and debris.
- Always ensure proper safety signage, i.e. "Wet Floor", is deployed when necessary.
- Inform facilities Supervisor of needed supplies or materials for cleaning.
- Any other activities/needs as deemed necessary by the Facilities Director.

POSITION QUALIFICATIONS:

- Must possess necessary janitorial skills and knowledge.
- Ability to work a flexible schedule.
- Ability to perform outlined tasks with minimal supervision.
- Must have effective organizational and time management skills.
- Familiarity with cleaning/janitorial equipment and supplies and their safe use and storage.
- Ability to work and communicate with a variety of constituents.
- Ability to maintain confidentiality of all office records which may be accessible in individual offices.
- Ability to react quickly, calmly and decisively in a crisis.
- One must be fingerprinted and conduct a background check.
- Language proficiency in English and Spanish.

WORKING CONDITIONS:

- Position requires at times heavy lifting/moving of approximately 50 lbs and exposure to chemicals, dust, dirt, and bacteria. Safety equipment will be provided when needed.
- The position may require reporting to work before or remaining after regular office hours.
- Tasks must be performed according to the time frame provided.

Employee Signature: _____

Date: _____