



## Holy Family Catholic School

### Job Description: Custodian & Facilities Worker

#### Responsibilities:

- Act as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administrators and Advisory Board.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and the RCBO Employee Handbook.
- Attends faculty and administrative meetings as needed.

#### Definition:

The Custodian and Facilities Worker maintains school buildings and grounds ensuring full and productive use of the school facility. To accomplish these tasks the Custodian and Facilities Worker must work closely with the staff and administration of Holy Family Catholic School performing general maintenance work in the repair, construction, and upkeep of school buildings and equipment. Under the general direction of school leadership, the Custodian & Facilities Worker will perform skilled custodial tasks and routine maintenance functions; to maintain buildings and adjacent grounds areas of Holy Family School in a clean, sanitary, secure, and safe condition; to arrange and assist in maintaining the physical environment required for activities held at the facility.

#### Duties:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. This person may be responsible for opening or closing the school on a daily basis, along with placing cones for carline at morning drop off and pick up.
2. Perform minor repairs and light maintenance tasks such as: furniture assembly, installation of appliances, desk, and other repairs.
3. Cleans lunch shelter and washes eating areas, along with trashcans emptying every meal as needed.



4. Provides emergency clean-up resulting from breakage, vandalism, spilling, or illness.
5. Turns lights on or off and locks doors, windows, and gates.
6. Assists in moving, arranging, and set-up and clean-up of furniture and equipment for special events. Stacks and stores furniture and equipment, put up pop-up tents, and tables, umbrellas etc.
7. Inspects buildings and grounds for damage, needed repairs, security, and safety, and takes appropriate corrective action.
8. Repairs chairs, tables, benches, and classroom furniture; repairs and patches drywall, wallpaper, paint, replaces ceiling tiles.
10. Replace light bulbs, tubes, and ballasts fixtures.
11. Remove and/or install marking and bulletin boards and projectors.
12. Move or dispose of furniture and equipment.
13. Maintains safety and cleanliness of campus by sweeping outside areas and picking up and disposing of debris, paper, trash, glass, rocks, etc.
14. Performs carpentry, painting, electrical, plumbing, heating, air conditioning, carpet and tile installation, and welding.
15. Operates equipment such as power tools, hand tools, carpet cleaner, leaf blowers etc.
16. Maintains records of work performed and materials used.
17. Loads and unloads trucks; carry tools, equipment, and supplies
18. Participates in major upkeep/repair/cleaning of the school plant during vacation periods.
19. Is responsible for maintaining all areas of the school campus including but not limited to the St. Joseph Center, upper and lower wings, all restrooms, and the modular buildings.
20. Performs other related duties as required.

## **QUALIFICATIONS:**

### **Knowledge of:**

Basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction, safe working methods and procedures. Methods, materials, and equipment required for all custodial services of a large facility; requirements for maintaining school sites in a safe, secure, clean, and orderly condition; operating principles of heating and air conditioning equipment; basic terminology, vocabulary, and craft skills used in plant maintenance and operation.

### **Ability to:**

Skillfully use a variety of tools and equipment utilized in one or more of the basic maintenance trades. Perform moderately medium to heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; demonstrate good judgment, and common sense; operate custodial equipment and hand tools; drive an electric cart; prioritize tasks and make independent judgment related to emergency and safety matters; keep accurate records and make reports; estimate time and materials in connection with a custodial work program;



perform minor repairs and light maintenance tasks; make basic arithmetical calculations; understand and carry out oral and written instructions; appreciate human diversity; establish and maintain cooperative working relationships. Maintains positive communication with the school faculty, staff, students, and the community.

**Education/Experience:**

Any combination equivalent to formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance; two years of experience in general construction or as a building trades helper and one year of custodial work, preferably including six months of school custodial experience.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein 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 job functions.*

**Environment:** Work is performed in an indoor and outdoor setting; working from heights and within confined spaces, potential exposure to all types of weather and temperature conditions, noise, dust, grease, fumes, heights, and potentially hazardous chemicals, solvents, and oils. Must be able to work flexible schedule and irregular work hours.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; walk long distances around campus; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Range Part-time twelve-month, M-F 10:30am to 3:30pm, Full-time twelve-month, M-F 7:30am to 4:30pm, may need to work later and or weekends for special events as requested.

**Reports to: Principal and Business Managers**

Interested, qualified applicants may email a cover letter and resume to Marie Ubl  
([mubl@holyfamilyk8.org](mailto:mubl@holyfamilyk8.org)).