

## Job Description

### Property/Maintenance Custodian (2 positions)

Department: Maintenance

Reports to: CFO/VP Finance & Principal/Dean of Academics

FT/PT: Full time. Overtime exempt

Hours: Mon-Fri 11am-7pm PM Property Maintenance Custodian (may vary with notice depending on season and school needs)

Mon-Fri 7am-3pm AM Property Maintenance Custodian (may vary with notice depending on season and school needs)

Pay type: Salaried

Full benefits per St. Mary's High School Employee Handbook

#### GENERAL DESCRIPTION:

The Property/Maintenance Custodian is responsible for performing minor maintenance and cleaning tasks to ensure that the campus buildings and facilities are maintained in a healthy, safe and sanitary manner.

#### Key Responsibilities

1. AM & PM
  - Inspect and ensure that key mechanics of the school are in good working order.
  - Ensure that the grounds walkways, entrances and parking area is free and clear of any obstacles.
    - This includes removal of snow and ice from walkways and entrances.
    - Regular removal of debris from parking lots.
  - In concert with other maintenance staff ensure that the Gus Auditorium, Athletic Facility as well as other gathering areas as directed by administration are set up for specific; liturgy, assembly's, and other gatherings of students and staff.
  - Clean by dusting, mopping, washing, vacuuming, brushing. Disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and any other surfaces.
  - Restock supplies as needed via purchase request.
  - Ensure that classroom doors and other doors as designated by administration are locked at the end of a shift.
  - Clear and clean waste containers, dispose of refuse and recyclables.
  - Move furniture and equipment as directed by administration.
  - Be present during all safety inspections including fire and others. (based on scheduling)
  - Report any repairs needed to furniture, fixtures or facilities.
    - When possible, conduct repairs as noted in the above point.
  - Provide support to, and work with other maintenance team members and administration requests.
  - Maintain custodial storage closets.

- Ensure that bathroom facilities are adequately stocked and clean of all debris.
- Conduct minor plumbing activity as it relates to potential back ups in the bathroom and kitchen.
- Both positions will share the duty of transporting students as directed by Administration
- Assemble furniture and other items as needed.
- During summer manage student work crews.
- Seasonal deep cleaning of classrooms
- Periodic stripping and waxing of hallway and office floors.
- Painting and touch up chips on painted surfaces.

#### AM Tasks

- Open building at 7am
- Conduct a check of entrances and exits to insure all areas are free of debris and passable.
- Contact snow removal contractor if needed
- Review ongoing to do list and any maintenance requests
- Collect and remove trash and clean cafeteria floors
- During cold periods ensure boiler is on and set to correct temperature

#### PM Tasks

- Clean and dust all classrooms.
- Sweep and clean all hallways and removal of trash and recycling material from the
- Monthly dry buff hallway floors
- Make sure all lights are shut off and entrances and exits are locked and inform any remaining individuals i.e. coaches, teachers, or others that they are to shut off lights and close and lock doors.
- Manage student work crew members as needed

#### SKILLS

- Have a demonstrated strong work ethic; ability to work efficiently and effectively with minimal supervision.
- Possess effective written and verbal communication skills.
- Ability to address all St Mary's community members in a courteous and respectful manner.

#### QUALIFICATIONS

- High School diploma or greater
- Experience with and knowledge of standard cleaning procedures and equipment.
- Ability to comprehend product labels and instructions to ensure safe product handling.
- Some heavy lifting is required: able to perform a physically demanding shift requiring constant activity and need to manage equipment including but not limited to snow blower, floor buffer, leaf blower to name a few.
- Valid NYS drivers license
- CDL license would be a plus.

Pay: Based on experience / References accepted.