



## REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

### CUSTODIAN/ASSISTANT MAINTENANCE

**REPORTS TO:** Facilities Manager

**JOB SUMMARY:**

Responsible for maintaining, cleaning, and disinfecting all areas of a facility. Perform basic cleaning, sanitation, and minor maintenance of building and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, etc. Secure facility at all times to ensure a safe school and working environment. Provide high level customer service for school events and community activities including set-up/clean-up.

**WORK SCHEDULE:** Full-Time/Year-Round position.

School year hours: Monday - Friday, 2:00 pm – 10:00 pm (approximately)

Summer hours: Monday – Friday, 7:00 am – 3:00 pm (approximately)

**PHYSICAL DEMANDS:**

Continual standing, walking, pushing, and pulling, frequent stooping, bending, lifting (up to 50 lbs.) and carrying. Moderate exposure to extreme hot and/or cold temperatures.

**QUALIFICATIONS:**

- At least one year of custodial experience preferred
- English language skills
- Ability to manage multiple tasks with frequent interruptions
- Ability to work with and be a part of a team as well as the ability to work independently
- Knowledge of cleaning methods and products
- Operating knowledge of all major custodial equipment
- Ability to perform minor equipment and building repairs
- Tactful and considerate; ability to work well with staff and others
- Trustworthy, respects confidentiality appropriate to position
- Demonstrates loyalty to school/system/Diocese

**JOB RESPONSIBILITIES:**

1. Sweep halls, classrooms, and common areas daily.
2. Spot mop halls, classrooms and common areas daily as needed.
3. Empty wastebaskets in classrooms, common areas, and bathrooms daily.
4. Vacuum the office floors once a week or more frequently if needed.
5. Sweep classrooms every other day or more frequently if needed.
6. Clean drinking fountains.
7. Clean all lavatories and sanitize them every day. Check towel and toilet paper dispensers and feminine napkin containers.
8. Check with the Head Maintenance regarding weekly event use of facility. Ensure doors are unlocked, lights on, and setup complete for special meetings/activities/athletic events.
9. Setup/assist with setup of the gym, auditorium, and other rooms when they are to be used for events.
10. Clean gym after use, including but not limited to, pick up garbage, clean out bleachers, sweep floors, clean up spills, etc.
11. Report concerns with or assists in heating, plumbing, water, and electrical system maintenance.
12. Assist in general yard work, summer maintenance projects and snow removal (as needed).
13. Demonstrate responsible use and care of equipment.
14. Report student discipline issues to principal or designated building administrator.
15. Secure the building by locking inside and outside doors and gates, turning off interior/exterior lights, and completing a final building inspection.

16. Demonstrate a cooperative manner, a willingness to work where needed, and assistance until assigned jobs are completed.
17. Contribute to positive interpersonal and interdepartmental communication.
18. Deal with crisis or problem situations in a calm, tactful, professional manner.
19. Demonstrate support of fellow employees and administration through actions and comments.
20. Attend meetings, workshops and training sessions when needed.
21. Comply with Diocesan and RCS regulations and policies.
22. Demonstrate confidentiality of RCS matters.
23. Complete other duties as needed to ensure a safe, secure, and clean facility is maintained.

The foregoing statements describe the general purpose and responsibilities of the job and not an exhaustive list of all responsibilities, duties and skills that may be required.

---

Employee

---

Date

---

Facilities Manager

---

Date

---

Building Principal

---

Date