



Employment Opportunity

Position: Custodian**Type of Position: Full-time, hourly, non-exempt****Our Mission**

The mission of St. Joseph School is to create a faith-centered community that educates and inspires students to reach their God-given potential. All are welcome in a Catholic school, regardless of race, religion, sexual orientation, political beliefs, or personal history. We educate because we are Catholic and strive to be a welcoming community for all people. By choosing a Catholic school, you are entering into a relationship that sees the parent as the child's primary educator and the school as a primary partner in the child's education. We are proud to continue the Ignatian tradition of care for the whole person in our quest for the Magis.

Job Summary

The St. Joseph School Custodian performs a wide variety of custodial, building and grounds maintenance in addition to cleaning tasks. The custodian assumes responsibility for a specific area of the building and grounds; reports to the Director of Campus Facilities and performs preventative maintenance tasks as well as special set up and tasks as required.

Responsibilities

- Perform daily cleaning tasks, including sweeping, mopping, vacuuming, and dusting in classrooms, offices, and common areas.
- Maintain cleanliness in restrooms, disinfect, replenish supplies, and ensure a hygienic environment.
- Empty trash receptacles and ensure proper disposal of waste, adhering to recycling guidelines.
- Regularly clean and sanitize surfaces, door handles, and other high-touch areas to maintain a healthy environment.
- Monitor and maintain cleaning supplies inventory; reorder as necessary, ensuring all custodial supplies are readily available.

- Collaborate with all school and parish departments to set up and break down for special events, meetings, and activities. This includes arranging furniture, setting up audio-visual equipment, and ensuring the cleanliness of event spaces to minimize disruption to campus operations.
- Communicate with other custodial staff to ensure a cohesive and effective cleaning and event setup schedule.
- Address urgent cleaning needs and spills promptly to maintain a safe and welcoming environment.
- Perform minor maintenance tasks, such as changing light bulbs and repairing basic fixtures, contributing to the overall upkeep of the school facilities.
- Follow safety protocols, including knowledge of Safety Data Sheets (SDS), and use cleaning equipment and chemicals in a safe and responsible manner, ensuring a secure working environment.
- Maintain general campus security and secure all windows and door.
- Ability to drive a 14 passenger bus (No CDL required)
- Perform additional duties as assigned

Qualifications

The successful candidate will have:

- Minimum of 2 years of custodial experience, preferably in an educational/parish setting.
- Ability to operate cleaning equipment, use cleaning chemicals safely, recognize hazardous situations, and work in a safe manner.
- Strong attention to detail and commitment to maintaining a high standard of cleanliness.
- Physical ability to lift and move heavy objects, bend, stoop, and stand for extended periods.
- Excellent communication skills and the ability to work independently or as part of a team.
- Ability to work flexible hours.

Compensation

- Salary: \$20-25 /hr, (DOE).
- Hours: 40 hrs/week
Schedule A: Tuesday - Friday 3:00 pm – 11:30 pm, Sunday 10:30 am – 7:00 pm
Schedule B: Monday – Friday 4:00 pm – 11:00 pm, Sunday 11:00 am - 7:00 pm

Application Process

Please submit your cover letter (optional) and resume to Yuri Kondratyuk, Director of Campus Facilities, yurik@stjosephsea.org.