

**Lial Catholic School**  
**Position: Part-Time Custodian**

General Summary: This part-time position with flexible hours (up to 11 hours per week) is responsible for cleaning and maintaining the school building and grounds. This position is shared with another part-time custodian.

**Essential Duties and Responsibilities:**

- Support philosophy and goals of school
- Maintain a positive, professional relationship with staff, parents, students, and all others in contact with the school
- Provide an environment within the school and on the school grounds that is safe, healthy, and conducive to learning
- Maintain appropriate communication with administration, the Lial grounds maintenance staff and the maintenance superintendent for the SND
- Be present on scheduled days
- Schedule preventative maintenance
- Complete tasks as assigned by administration, including but not limited to:
  - Ensure compliance with requirements set by OSHA, EPA, state and local fire, health, and building inspectors
  - Keep utility closets and supply rooms clean and in order
  - Monitor/Refill/Order supplies
  - Attend to ordinary repairs
  - Mow grass, trim bushes, pull weeds as needed
  - Shovel walks when there is a snowfall during school hours
  - Keep entrance ways and sidewalks clean and hazard free
  - Maintain accurate log of repairs/replacements
  - Complete annual summer cleaning as arranged with administration
- Daily:
  - Sweep/mop halls, auditorium, and restrooms and other heavily traveled areas
  - Clear restrooms, drinking fountains, kitchen
  - Dispose of refuse from all rooms
  - Regulate heating, ventilation, and air conditioning
- Weekly:
  - Vacuum all carpet rooms on the established weekly schedule
  - Do more thorough cleaning of restrooms
  - Wet mop tile floors
- Monthly:
  - Check emergency and exit lights
  - Complete the "Building Loss Control Sheet" for the central main office

\*\*\* Throughout construction time/summer months, this job description will be significantly altered. \*\*\*

#### Knowledge, Skills, and Abilities Required

- High school degree required or general equivalency degree (GED).
- Record of good attendance and strong work ethic.
- Willingness to work with staff, students, and community members.
- Prior related work experience required.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years and maintain Child Protection requirements.
- The employee must regularly lift and/or move up to 50 pounds.