Saint Thomas Aquinas Academy

Job Description – Janitor/Maintenance

Location: High School/Middle Campus

Department: Supportive Service

Title: Maintenance/Custodian

Job Summary: Responsible for performing various duties to maintain the clean and professional appearance of the campus.

Responsible To: Principal

Hours/Position: Part-time

General Duties/Responsibilities:

1. Ensure that all campus areas are kept very clean and in proper working order. Clean individual classrooms including vacuuming when needed, sweep and mop. Clean all hallways daily

2. Assist Administration in areas as needed, including fixing, installing and maintaining various equipment and materials.

3. Follow maintenance/custodial checklist for daily duties.

4. Ensure all information regarding employees, staff and students is kept confidential.

5. Address staff and student needs and issues as they arise.

6. Keep current with campus security policies and procedures.

7. Participate with other staff in promoting good teamwork.

8. Recommend measures to improve methods, performance and quality of product or service, and suggest changes in working conditions to increase efficiency.

9. All personnel. Regardless of position, must understand and support the philosophy and Mission of Saint Thomas Aquinas Academy. In addition employees must follow the Green Bay Diocesan Code of Personal Ethical Conduct which includes but it not limited to maintain the highest standards of personal and professional conduct in conformity with the Gospel and teaching of the Roman Catholic Church. Must complete Virtus training when hired.

This list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other responsibilities that management may deem necessary from time to time.

Qualifications:
High School diploma or equivalent required with related experience.
Good verbal and written communications skills.
Proficiency with hardware/software relevant to job requirements.
Good organizational skills. Ability to be flexible and change priorities as needed.
Must present professional image.
Must be able to maintain confidential information.

Essential Job Requirements
Work requires lifting of up to 70 lbs. or more (i.e. furniture, ladders, etc.)
Ability to be mobile up to 8 hours per day.
Ability to perform simple grasping, pushing, and pulling (i.e. filing, file drawers).
Ability to communicate with staff in a professional manner.
Constant stooping, bending, reaching and squatting are required.

_____

Employee Signature **Date**

CUSTODIAN CHECKLIST

EVERYDAY

_____ Clean and disinfect bathrooms (mop floors, clean fixtures)
_____ Clean and disinfect lunch tables and put away
_____ Dust mop the gym, all hallways and classrooms without carpet
_____ Clean and disinfect all drinking fountains

EVERY OTHER DAY

_____ Take out trash from all receptacles in building and place in trash bin outside
_____ Vacuum offices, mats and runners on first floor
_____ Vacuum classrooms with carpeting including library and music room
_____ Sweep out locker rooms

ONCE PER WEEK

_____ Wipe down/dust classrooms
_____ Wipe down/dust locker rooms
_____ Set thermostat lower for weekends
_____ Scrub locker room showers
_____ Clean glass entryway doors and partition doors
_____ Spot wet mop as needed

AS NEEDED

_____ Set up and take down gym for various activities
_____ Routine inspections: fix what you can and report what you cannot fix
_____ Inventory cleaning supplies
(order what is needed in conjunction with consultation with the Administration)
_____ Wash windows
_____ Buff floors
_____ Shovel snow
_____ Clean referee and athletic director rooms
_____ Items as directed by administration

In the summer this list will be modified to include annual items.