

St. Stephen Parish Job Description

Title: **Custodian**

Reports to: Maintenance Supervisor

Status: Non-exempt, Part Time

Date: August, 2024

GENERAL DESCRIPTION

The school custodian is responsible for cleaning as described below. Duties are completed following an established schedule. When school is in session, hours are 3-9 pm. Flexible when out of session. Occasional tasks are assigned throughout the parish campus. Starting wage is between \$13 and \$16 an hour based on experience. The position includes paid time off and a 403(b) retirement plan.

DUTIES AND RESPONSIBILITIES

- Maintain a cheerful, organized, and friendly atmosphere for all who enter the school.
- Sweep or vacuum classroom floors, hallways, staircases, and restrooms.
- Mop all floors.
- Empty garbage and recycling containers.
- Clean school bathrooms.
 - Clean mirrors
 - Spray down sinks and wipe clean
 - Spray toilets and wipe clean
 - Use bowl cleaner to clean toilet bowls
 - Empty garbage containers and change bags
 - Check paper towels, toilet paper, and soap dispensers and refill them as needed.
 - Sweep and mop floors

MINIMUM TRAINING, EDUCATION, AND EXPERIENCE

- High School diploma or equivalent is desired.
- Experience in commercial housekeeping is desirable.

REQUIREMENTS

- Ability to bend, stoop, kneel, and use required cleaning tools and supplies.
- Knowledge of approved cleaning supplies, standards, and techniques.
- Effective organization, time management, and interpersonal skills.
- Willingness to perform other duties as assigned by management staff.
- Some heavy lifting is required.
- Abide by the Diocese of La Crosse Safe Environment program.