

JOB DESCRIPTION

JOB TITLE: Maintenance/Custodial

JOB CODE: MNTC - N

Exempt: No

Supervisor: Principal

Employee Name: INSERT EMPLOYEE'S NAME

SUMMARY:

As a Custodian at Notre Dame Junior-Senior High School, you play a vital role in supporting our mission to provide a Christ-centered, academically rigorous education. You will ensure a clean, safe, and welcoming environment for our students, faculty, and staff, contributing directly to the success of our school community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain cleanliness and sanitation:
 - Clean classrooms, hallways, restrooms, offices, cafeteria, gymnasium, and other areas according to established schedules.
 - Sweep, mop, vacuum, dust, and polish floors.
 - Empty trash and recycling bins.
 - Clean and disinfect surfaces (desks, tables, doorknobs, light switches, etc.).
 - Replenish supplies (soap, paper towels, etc.).
- Perform preventative maintenance:
 - Report any maintenance issues (leaky faucets, damaged furniture, etc.) to the appropriate personnel.
 - Change air filters and light bulbs.
 - Perform basic cleaning and maintenance of equipment.
- Security and safety:
 - Secure buildings after hours.
 - Ensure proper disposal of hazardous materials.
 - Follow all safety protocols and procedures.
- Special events:
 - Set up and clean up for school events and activities.
 - Follow specific instructions for event-related cleaning needs.
- Additional duties may be assigned as needed, which may include, but is not limited to painting, landscaping, snow removal, and minor repairs.

QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum of 1 year of experience in a custodial role, preferably within a school setting.

- Strong work ethic and commitment to quality work.
- Ability to work independently and as part of a team.
- Physical ability to perform cleaning tasks, including lifting and bending.

Approved: _____
Employee Date

Supervisor Date