



Custodian

Full Time

Start Date: June 2024 or until filled

SCHOOL MISSION:

Pope Francis Preparatory School is a Catholic co-educational, college-preparatory school which instills Gospel values and fosters academic excellence in a diverse community of learners. Our mission is to challenge students to grow spiritually, intellectually, socially, and physically to become critical thinkers and faith-based leaders who embody justice, peace, service, and mercy in the global community.

THE POSITION:

Hours: 12:30 p.m. to 9:00 p.m., Monday-Friday, fulltime, 12-month position. Position to be filled for June. Work hours may vary during summer and school breaks. Opportunities for occasional overtime.

REQUIREMENTS:

- Minimum of 1-2 years related experience and/or training.
- Proven track record in custodial service and facilities maintenance.
- Preferred experience/skilled in one or more trades (i.e.: electrical, plumbing, grounds maintenance).
- Follows all applicable safety rules, procedures and regulations governing the proper use of tools and power equipment used in the performance of duties.
Wears appropriate safety gear.
- Comfortable using hand tools of trade and related power equipment, including brooms, mops, floor cleaning machines, vacuum cleaners, snow blowers, shovels, power mower and hand tools.
- The candidate **MUST** successfully pass a CORI background check.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

- Checks and secures building at beginning and end of shift for the purpose of ensuring the safety and cleanliness of the building.
- Cleans rooms, hallways, dining areas, restrooms, offices, stairways, locker rooms, gym, and other areas of the campus as assigned and according to school standards.
- Sweeps, mops, cleans floors.
- Cleans rugs, carpets, upholstered furniture, and blinds.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Cleans glass areas.
- Sets up and breaks down chairs, tables and equipment in meeting rooms, and function rooms.
- Clears snow from entrances and walks, and spreads sand and ice melting materials.
- Performs grounds-keeping duties, clears debris and maintains grounds.
- Receives deliveries and assists in unloading trucks and storing supplies.
- Delivers supplies and materials to classrooms, bathrooms and other areas of the building.
- Empties wastebaskets; picks up and removes trash and assists in recycling program.
- Performs general cleaning, and repair work.
- Assists parents and other visitors to school buildings with special events and programs.
- Performs other related tasks as assigned by supervisor.

NOTE:

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

COMPENSATION:

\$19-20/hour

Fulltime, 12-months

40 hours/week

Benefits eligible: health, dental, vision, retirement, vacation

CONTACT:

Mr. Tom Stelzer, Director of Facilities

Mr. Brandon Geiger, Assistant Director of Facilities

Please no phone calls

TO APPLY:

1. Email a cover letter and resume, and a list of two or three references (only to be contacted with your permission following an interview) to Mr. Tom Stelzer, careers@popefrancisprep.org

2. Review of applications will begin immediately, and qualified candidates will be contacted for interviews.