



Growth. Values. For Life.

CUSTODIAN
JOB DESCRIPTION

Department: Facilities
Supervisor: Maintenance Supervisor
Status: Full-time

Ursuline Academy is seeking full-time, Custodian for the 2020-21 school year. This position is responsible for performing custodial tasks throughout the buildings and campus to maintain an overall safe and clean environment.

SPECIFIC DUTIES:

Custodial

- Sweep, vacuum, mop, (dry, wet, dust) strip and buff floors
- Clean and vacuum carpeting, shampoo as needed
- Dust, wash windows, window sills and woodwork
- Wash and disinfect equipment and furnishings with detergent
- Empty waste containers and replace disposable liners
- Clean and disinfect restrooms and kitchens including sinks, tile trim, countertops, toilets and other fixtures
- Stock lavatory supplies with toilet paper, paper towels and soaps according to procedure
- Sweep and keep tidy exterior areas of debris
- Shovel snow from walkways
- Clean and return all equipment to its designated location

Safety

- Maintain and use safety and personal protective equipment
- Follow all safety procedures especially universal safety procedures
- Secure building before leaving
- Report faulty equipment or minor/major repairs to Maintenance Supervisor
- Annual Safe Schools online training to be completed

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community

- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and Ursuline's founder, St. Angela Merici
- Must be highly dependable and have a willingness to perform all other duties as assigned
- Attend all required meetings
- Respect, cooperate, and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae

REQUIREMENTS:

- High school diploma or equivalent
- One year of custodial experience

COMPETENCIES NEEDED:

Proficient in the cleaning of school facilities and equipment is required. Understand and follow oral and written instructions. Able to operate and maintain basic hand tools and power tools while being aware of the need for safety is required. Willingness to follow safety practices and procedures are required. Employee is punctual and responsible regarding attendance and time card.

PHYSICAL DEMANDS:

Work is performed indoor and outdoor environments. The position requires frequent walking, standing, bending, climbing and lifting up to 50 pounds up to 50 yards as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is high. The employee may be exposed to moving equipment, extreme weather conditions, toxic fumes and chemicals and infectious diseases. While performing the duties of this job the employee occasionally works in outside weather conditions exposed to extreme cold and or extreme heat.

TO APPLY:

If interested, email cover letter, resume, and references to: uaemployment@ursuline.org. Please include "Custodian" in the subject line of email.