

Job Title:	School Custodian	Written:	11/29/23
Report Time:	3:00 – 11:30 pm M-F 52 weeks per year	FLSA Code:	Non-Exempt (Hourly)
Location:	Bishop Hartley High School 1285 Zettler Road Columbus, Ohio 43227		
Reports to:	Director of Custodial Services	Pay Range:	Commensurate with experience

I. JOB SUMMARY

Under the direct supervision of the Director of Custodial Services, this School Custodian works at Bishop Hartley High School in Columbus, Ohio. Job responsibilities include participation in the meticulous upkeep of all campus facilities. Candidate must be well versed in cleaning etiquette, and able to work without supervision. While the position is primarily to clean and keep the school presentable, light handyman skills are helpful in completing the daily tasks that are required. The position is primarily from 3:00 am – 11:30 pm M-F, however overtime may be required during times of peak building utilization and most importantly, for the preparation of premier events on and around the Campus (Cleanup after athletic events, football Saturdays and evenings of events in the gymnasium, open house, Evening of Excellence Fundraiser and other events).

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Responsible for all of A wing, B wing, cafe wing, the administrative offices and boy's locker room.
2. Assist in the daily maintenance and cleaning tasks of the campus.
3. Responsible for the upkeep of both cleanliness and functionality of all restrooms in the café wing, the Boy's locker room and main office/faculty restrooms
4. Fully clean the main office and administrative office suites.
5. Fully clean all classrooms in your wings and empty trash.
6. Mop all areas as needed.

7. Clean the Chapel and Chaplains office daily.
8. Clean the cafeteria and empty trash on rare occasion of a banquet, dinner or meeting.
9. Set up and tear down of facilities for in school functions and events as needed.
10. Keep your major hallways and entrances spotless and all rugs vacuumed.
11. Keep the glass at entrances and office clean.
12. Be an integral part of summer cleanup (stripping, waxing, buffing, painting and furniture/desk relocation) at the school in preparation for the coming year. Be flexible with changing hours to meet the scheduling needs of the department.
13. During winter months, keep building entrances and walkways free of snow and ice.
14. During summer months, keep building entrances and walkways free of leaves, grass clippings and mulch.
15. Assist in Athletic Facilities upkeep during peak season.
16. Assist in stadium/gym cleanup on Saturday/Sunday mornings after home athletic events and major sports weekends.
17. At the end of each shift, conduct a walkthrough of the building to ensuring that all exit doors are secure and locked.
18. Lock and close all gates.
19. This list is not all inclusive.

III. OTHER POSITION RESPONSIBILITIES

1. Comply with federal, state and local safety laws.
2. Assist in maintaining compliance with local fire and emergency codes.
3. Answer teacher requests and specialized needs on a timely basis when present.
4. Be prepared to perform other duties as requested.

IV. POSITION QUALIFICATIONS

1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with FBI and BCI background checks and completion of Protecting God's Children program.

Education: High school or equivalent graduate required. Asbestos certification is ideal but can/will be attained during employment.

Experience: Experience in janitorial and/or maintenance is preferred. Applicant's will ideally be versed in knowledge of the mechanical skills necessary to complete general maintenance tasks.

Job related skills: Understanding of basic tools used in daily maintenance is necessary to effectively complete the requirements of this job. Knowledge and experience with running floor cleaning machines a plus.

Interpersonal skills: Must display patience while working with others, and the ability to fully carry out tasks as a member of a larger team.

Language skills: Ability to read and comprehend simple instructions, write short correspondence and memos. Communication with both educated coworkers and students/parents a must.

Mathematical skills: Ability to add, subtract, multiply and divide in all units of measure.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

V. PHYSICAL STRENGTH DEMANDS

The physical demands strength rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Medium work: Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for light work.

VI. BENEFITS PACKAGE

- 14 annual holidays paid
- 20 days/year PTO (for sick, vacation and personal time)
- Medical, dental and eyecare plan(s) available
- Life insurance
- Short term and long term disability insurance
- Retirement plan (Company match of 2%)
- FSA (Flexible spending account)
- DCA (Dependent care account)