

St. Catherine of Siena School

Part-time Custodian

\$17-\$19.00 per hour, DOE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Clean classrooms and modular rooms, offices and restrooms daily during the school week.
- Clean outside areas regularly, as directed
- Empty trash containers throughout the campus daily
- Submit cleaning supplies to be ordered as needed, with approval of Administrator
- Perform minor maintenance/repairs and acquire contractors as need, with approval of principal and/or facilities manager
- Assist with set up for special events
- Report all maintenance concerns to Administrator
- Adhere to OSHA and Safety regulations
- Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community

SUMMARY OF PERIPHERAL JOB FUNCTIONS:

- Ability to work hours needed by school
- Ability to use cleaning equipment
- Report any health or safety concerns
- Check with Administration daily for current needs
- Ability to lift and move 50+ lbs.
- Respond to disaster needs as defined in the school crisis plan
- Fulfill other duties as assigned

QUALIFICATION REQUIREMENTS:

- High school or GED level of education
- Must be familiar with cleaning products and their appropriate use
- Knowledge of acceptable cleanliness standards for school buildings
- Ability to use cleaning tools such as broom, vacuum cleaner, buffer and floor polisher
- Familiarity with basic hand tools
- Must be able to read basic English on cleaning agent labels for safety purposes
- Must be available to work a flexible schedule; possible weekend and holiday scheduling as needed

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying 50+ lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, stretching, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Position: 25 hours, Part-time; interested candidates, bring application & resume to St. Catherine of Siena School. Maintenance experience welcome

Beverly Winn, Principal

St. Catherine of Siena School

335 N Sycamore Ave

Rialto, CA 92376 Phone Number: 909 875-7821

The Diocese of San Bernardino is an Equal Opportunity Employer