

JANITOR

St. Catherine of Alexandria Catholic School in Riverside is seeking a full time Janitor that is responsible for the cleaning and sanitizing of school facilities.

Founded in 1946, St. Catherine of Alexandria is a community focused on faith and answering the call to lay involvement through active ministry and outreach to the community at large.

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Maintains the daily cleanliness and sanitizing of the school classrooms and facilities, including but not limited to: sweeping, mopping, dusting, removing waste and empty trash; cleaning fixtures, furniture, windows, floors, and bathrooms.
- Assists with preparation and set-up of school events, gatherings, and socials; including the set up and break down of all tables and chairs.
- Clean outside areas regularly, as directed.
- Replenish cleaning and maintenance supplies.
- Provide back-up response in emergencies, being available on nights and weekends.
- Complete tasks in a timely manner with minimal supervision.
- Adhere to Diocesan Policies and Guidelines, OSHA and Safety regulations.
- Maintain regular communication with supervisor, school and parish staff.
- Other duties as assigned.

QUALIFICATIONS:

- High school graduate or GED level education.
- Familiarity with basic cleaning products and their appropriate use.
- 1-year experience in janitorial.
- Knowledge of acceptable cleanliness standards for offices and buildings.
- Attention to detail.
- Ability to use basic cleaning equipment.
- Discreet in word and conduct.
- Must have an understanding of the goals and priorities of the school and parish.
- Must be available to work flexible hours to include evenings and weekends.
- Bilingual and biliterate preferred.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 30 lbs., and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

St. Catherine of Alexandria School

Attn: Theresa Heron

7025 Brockton Avenue, Riverside, CA 92506

Email: theron@sbdioocese.org

Diocese of San Bernardino is an Equal Opportunity Employer.