



CENTRAL CATHOLIC
HIGH SCHOOL

Job Posting

Custodial Maintenance Worker

Central Catholic High School is seeking a full-time Custodial Maintenance Worker. This position maintains the buildings and property of the school, ensuring that all facilities and grounds are safe, clean, neat, and appealing.

This individual will report to the Director of Operations and work as a member of the maintenance team, performing routine projects and repairs. This individual will provide technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment and furnishings.

Essential duties include, but are not limited to the following.

- Maintaining a professional and consistent level of customer service, as well as open and effective communication, while using problem-solving techniques to address and resolve questions and concerns.
- Ability to commit to working different shifts, including weekends, holidays and special events.
- Performing general maintenance work for facilities, buildings, grounds, and equipment in various areas.
- Inspecting school grounds on a daily basis, picking up trash and responding to emergency cleanups, such as spills and clogged drains. Inspecting condition of restroom facilities; cleaning restroom facilities and replenishing supplies daily; performing minor plumbing repairs as needed.
- Responding to work orders generated by school administration and/or supervisor in a timely manner, ensuring accurate and timely completion of duties.
- Providing set-up, teardown and cleanup for meetings and other functions.
- Maintaining serviceability of equipment and tools. Notify supervisor of need for replacement of supplies; ordering supplies and assisting with putting away supplies as necessary. Using a variety of cleaning and sanitizing agents in performing certain assigned tasks. Keeping janitorial closets clean and orderly at all times.
- Taking all available safety precautions for the protection of self and others and following all safety policies and procedures. Responding to, reporting, and removing any safety hazards.
- Performing general custodial duties, including but not limited to; mopping, sweeping, vacuuming, dusting, burnishing floors, cleaning carpet, changing light bulbs, emptying trash, washing windows and glass areas.
- Operating custodial equipment, such as Kaivac Machines, industrial sweepers, lawn equipment, snow removal equipment, etc. During winter months, shoveling snow and applying salt to all sidewalks, steps, and entryways.
- Ability to work in all types of weather, including extreme heat and cold weather conditions.



CENTRAL CATHOLIC
HIGH SCHOOL

- Assisting office personnel with assigned tasks, such as moving boxes, cabinets, furniture, and other related office equipment; as well as repairing general office furniture, such as desks, tables, book shelves, file cabinets, etc.
- Responsible to maintain a level of personal grooming and appearance befitting the respectful environment of working for the Catholic Diocese. This includes neatly trimmed hair and beards, serviceable work shirts and trousers. (No holes, rips, tears, wrinkled work clothes)
- Performing other related duties as assigned by supervisor or Administration.

The ideal candidate will: 1) be able to work different shifts, including weekends, holidays and special events, 2) be able to work in all types of weather, including extreme heat and cold weather, 3) have a high school diploma or GED with at least 2 years experience as a custodial maintenance worker, 4) have a valid driver's license, 5) be able to pass a BCI/FBI background check prior to employment, and 6) be able to regularly stand, walk, and climb, as well as be able to lift or move up to 50 pounds. All applicants must also have the willingness to support the mission and vision of Central Catholic High School.

Applicants should send a resume and cover letter with wage requirements to jobs@centralcatholic.org. Applications will be reviewed in order of receipt, with preliminary consideration given to those who apply by August 31, 2019.