



Good Shepherd Catholic School

Job Description:
Custodian
12 Month Non-Exempt Employee

Experience needed:

- ❖ High school diploma or equivalent.
- ❖ Must be a minimum of 18 years old.

Responsible to:

- ❖ Maintenance Supervisor

Duties and Responsibilities:

- ❖ Daily cleaning of the school.
- ❖ Daily duties include sweeping, mopping, vacuuming, trash removal (including recycling), and bathroom cleaning (floors, stalls, sinks, toilets, urinals, mirrors, and soap, paper towel and toilet paper refills).
- ❖ Clean and sanitize water fountains daily.
- ❖ Clean front door windows daily.
- ❖ Clean and sanitize trash containers as needed.
- ❖ Empty and maintain outside trash receptacle as needed.
- ❖ Dust and clean chairs, clocks, pictures, vents, louvers, blinds, hallway ledges, tile walls, window sills, and baseboards weekly.
- ❖ Clean and polish kick plates, thresholds, light switches, handles, push plates, doors, frames, and walls weekly.
- ❖ Clean ceiling fans in kitchen monthly.
- ❖ Clean under and behind kitchen refrigerators, freezers, sink, and steam table monthly.
- ❖ Available to work school and parish events scheduled throughout the year.
- ❖ Stripping and waxing all tile floors during the summer.
- ❖ Cleaning all windows inside, outside, and ledges during the summer.

Job Description Accountability:

- ❖ Respects Catholic values and aids students in Christian formation by exemplifying Catholic living both in and out of the classroom.
- ❖ Supports and embraces the Catholic Identity, Mission, Service and Beliefs of the school.
- ❖ Participates and meets the requirements of the For the Sake of God's Children program.
- ❖ Adheres to the Code of Ethical Standards defined by the Diocese of Wilmington.
- ❖ Completion of an acceptable background and screening reports and employment references.
- ❖ Treats confidential information about students, staff, and school affairs in a professional and ethical manner.