

**THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER
CUSTODIAN – ST. LAWRENCE SEMINARY**

Reports To: Environmental Services Director
Date: 4/11

Department: Facilities
FLSA: Non-Exempt

POSITION SUMMARY

The custodian performs cleaning, janitorial and/or limited grounds maintenance duties for Seminary campus buildings. Help assist with Seasonal Help custodial and housekeeping crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs cleaning and janitorial duties, limited grounds maintenance, and minor repair work including but not limited to:
 - Dry and wet cleaning, spray buffing or burnishing, scrubbing, stripping, finishing and floor carpet cleaning.
 - Daily bathroom checks.
 - Clean and scrub bathrooms toilets and urinals, spray and wipe mirrors, sink and counters, clean and sanitize showers, spot clean walls and high touch areas, refill supplies, remove trash and replace and tie liners, and clean glass entrances.
 - Reports needs for major repairs to supervisor.
 - Keeps janitor's room neat and orderly and reports supply orders to supervisor.
 - Ability to operate common cleaning machines.
 - May be required to mow and trim lawn, with proper and prior training of equipment.
 - Removal snow from entrances and sidewalks.
 - Assists in control of sanitation.
 - Assists in checking school for safety hazards and reports any deficiency.
- Performs other duties related to this position.
- Employee demonstrates effective relationships with co-workers, employees, and public by exhibiting St. Lawrence Seminary mission and values.
- Demonstrates, exemplifies and supports the Capuchin Charism throughout all professional responsibilities and activities.
- Others duties as assigned by Rector/President.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently and in collaboration with others.
- Ability to successfully manage several tasks simultaneously.
- Ability to work flexible hours and some on-call weekends.
- Excellent time management, problem solving, organizational, and verbal communication skills
- Must be familiar with repair and maintenance of mechanical equipment of all types installed at the seminary. Person should be familiar with recognized safety procedures related to equipment repair.
- Professional demeanor and appearance.

EDUCATION, TRAINING AND EXPERIENCE

- ❑ High School graduate or equivalent and must have custodial abilities. Prior experience is preferred.
- ❑ Completion of Safeguarding All God’s Family training.
- ❑ Experience in multicultural and ethnic settings.
- ❑ Appreciation of the mission and a belief in the value of the spiritual and human development ministries.

WORKING CONDITIONS

- ❑ Required to maintain a clean, professional and safe work environment.
- ❑ Lifts and carries objects, tools, equipment and materials weighing up to 50 pounds.
- ❑ Climbs, balances, stoops, kneels crouches to make repairs or installations.
- ❑ Stands and walks part of the time.
- ❑ Subject to noise and vibration from operating equipment and machinery.

APPROVED BY:

Department Director/Date

Human Resources Director/Date

Job Description Review:

I have read, understand and will comply with the job description for the position of Custodian – St. Lawrence Seminary. I further understand I may be required to perform job-related duties not outlined in the job description. The above is intended to describe the general nature and level of work performed by people assigned to this position. It is not intended as an exhaustive statement of duties, responsibilities or qualifications. The most recently dated job description on file in Human Resources Department will be considered the official job description.

Employee Signature/Date