



Position Description

Position Title:	Custodian
Reports to:	Principal
Direct Reports:	N/A
Provides work direction to:	N/A
Receives work direction from:	Principal/Building Maintenance Manager
FLSA:	Non-Exempt
Date:	December 2023
Schedule:	12 months, Full Time. The nature of the work and the school's schedule of activities requires scheduling flexibility, and the incumbent will work with the Principal to arrange a schedule that meets the needs of both the school and the individual.
Benefit Eligible:	Yes

PURPOSE OF THE POSITION: To perform a variety of custodial duties including but not limited to cleaning, vacuuming, trash disposal, waxing, buffing, set up / tear down for scheduled site events, and assisting with preventative maintenance such as painting and repairs as assigned and scheduled.

WORKING IN THE CATHOLIC CHURCH (*): Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is not required that this employee be an active, participating Catholic.

1) GENERAL RESPONSIBILITIES (*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

2) ESSENTIAL RESPONSIBILITIES (*):

A. Planning

1. Review site custodial schedules and plans work activities accordingly to make the best use of time and materials.
2. Confer with a supervisor or site Principal if there are questions on the priority of scheduled work or special assignments.

B. Performing

1. Keep the assigned site in a safe, orderly and clean condition through the efficient performance of work assignments. Perform regularly scheduled cleaning and disinfection of all school facilities.
2. Complete work assignments in a manner, in terms of times and activities, which causes as little disruption as possible to student learning and activities.
3. Respond to spills and necessary clean-ups in a manner consistent with established policies and protocols to help ensure a safe and hazard-free environment for everyone.
4. Exercise care and caution in performing all assigned accountabilities.
5. May assist with emergency drills as assigned or requested.

C. Evaluating

1. Receive requests from site personnel and based on the time and resource requirements of such requests, respond accordingly.

3) OTHER RESPONSIBILITIES:

- A. Maintain and improve professional competence through staff development activities provided by the school and self-selected professional growth activities.
- B. Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, training, in-services and any other meetings deemed necessary by the direct supervisor.
- C. Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
- D. Meet all Safe Environment requirements.
- E. Attend required workshops offered by the Diocese as requested. Maintain active membership in appropriate professional associations.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

EMPLOYEE: I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the school's change.

Employee's signature _____ Date: _____

SUPERVISOR: I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Supervisor's signature _____ Date: _____

POSITION TITLE: Custodian
DATE: December 2023

QUALIFICATIONS:

- High school education or GED equivalent.
- Custodial experience is helpful. Variable hours may be required.
- Individuals required to use RCS vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three years
- Right-to-Know training must have been completed or completed in the first six months of employment.
- Successfully complete standard background checks and safe environment training.
- A “hands on” approach willing to help as needed.

Mental demands:

- Be self-motivated and work productively without supervision.
- Utilize intuitive problem defining skills and the knowledge of problem-solving resources, programs and actions.
- Deal with difficult situations in a calm, dignified and respectful manner.
- Be honest, trustworthy and confidential in all areas.
- Exhibit patience, understanding and calmness in chaotic situations.
- Live and project a personal lifestyle with Christian values.
- Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a friendly, cooperative, courteous and professional manner.
- Ability and openness to work in constructive collaboration with other team members.
- Exhibit promptness and dependability.
- Ability to identify and recognize unsafe conditions and work practices

Physical demands:

- Ability to travel to various campus locations. Move throughout the campuses and buildings, including walking up and down stairs
- This position typically involves stooping, kneeling, crouching, reaching, walking, pushing/pulling, and light to heavy lifting from 20 lbs. to 100 lbs. (weights over 50 lbs. require a mechanical assist or the help of another person).
- Work is typically performed in a variety of inside and outside settings, including temperature variations, wet, and exposure to cleaning and maintenance equipment.