



Maintenance/Custodial Worker

Job Title: Maintenance/Custodial worker

Opening Date: 02/02/2017

Location Name: St. Ignatius Parish School

City: Portland

State: OR

Zip: 97206

Job Number:

Job Category:

Position FTE: Full-time

Term of Service:

Position Summary:

Maintains the buildings and property of the school, ensuring that all facilities are in working order. Works with the principal to set up and implement both short- and long- term maintenance plans for the site. Handles janitorial responsibilities and other upkeep as needed. Provides budget estimates for supplies, materials and equipment as needed.

GENERAL STATEMENT OF DUTIES:

1. Ensures that the school and associated property is maintained in a clean and orderly manner, including but not limited to:
 - Vacuums, dusts, mops and waxes floors.
 - Cleans bathrooms and washes windows.
 - Cleans classrooms and school offices.
 - Replaces light bulbs as necessary.
 - Checks roof for toys, balls or clothing on a regular basis.
 - Keeps janitorial closets and cupboards clean, orderly and locked at all times.
 - Collects and disposes of trash.



2. Maintains grounds in a clean, safe manner, including but not limited to:
 - Mows, waters, and edges lawns.
 - Keeps driveway(s) and sidewalk(s) clean of snow and ice.
 - Weeds, prunes and rakes as necessary.
 - Maintains playground in safe and clean manner.
 - Maintains an inventory of lighting, cleaning, and maintenance supplies.
 - Processes purchase orders with the approval of the principal.
 - Monitors hot water, heating and ventilating systems, determining if repair or maintenance is needed.
 - Maintains the boiler, alarm system and general building security on a daily basis.
 - Performs maintenance as needed, such as light carpentry work and repair work.
 - Complies with requirements for Blood borne Pathogens training, etc.
 - Secures premises upon completion of work.
 - Sets up rooms for special functions.
 - Changes outside sign if appropriate and as requested by the principal.
 - Demonstrates a positive and caring attitude with administrators, students, staff, and parents.
 - Maintains a strict level of confidentiality.
 - Performs other work-related duties as requested by the principal.

SPECIFIC JOB SKILLS:

- Establish and maintain working relationships based on mutual confidence and respect.
- Good written and verbal communication skills.
- Prioritize workload to meet program requirements.
- Identify problems and their solutions.
- Ability to accurately and effectively operate maintenance and janitorial equipment.
- Ability to interact with children in a positive manner.
- Be flexible, creative, and responsible.
- Maintain confidentiality at all times.
- Attention to detail.



- Works both independently and as a member of a team.

EDUCATION AND/OR EXPERIENCE:

- Experience in custodial, building and grounds maintenance preferred.
- Knowledge of plumbing and electrical systems in public facility as well as heating and boiler systems.
- Proficient in use and care of custodial equipment and supplies.
- Familiar with OSHA safety requirements relating to parish buildings and grounds to include the storage and use of hazardous materials.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, crawl, climb, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists, knees, and feet. Lifts and moves items up to 50 pounds.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors. Must be able to work flexible hours when necessary.

SUPERVISES:

Supervision of contractors and other workers as appropriate.