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## CUSTODIAN

Custodians are responsible for ensuring that students, teachers, patrons, and parents have a clean and safe environment at Saint Joseph High School.

### RESPONSIBILITIES

#### **Ensures a clean and safe environment of building and grounds.**

- Cleans the assigned areas as directed.
- Performs tasks that custodian determines need to be done to ensure a safe and clean building.
- Sets up, tears down, and cleans for special functions in or outside the SJHS facilities.
- Ensures that SJHS facilities are opened for activities and secured after use.
- Reports immediately to the Director of Facilities, or in his absence, to the Director of Operations and/or the Principal, all unsafe conditions for the occupants of a building.

#### **Meets the requirements for the job.**

- Participates in training sessions as required by law or the school administration.
- Works the normal hours assigned.
- Works *volunteer* or assigned overtime.

#### **Performs other duties as directed by the Director of Facilities.**

- Performs maintenance and operational duties as assigned by the Director of Facilities.
- Dresses in a fashion, while on the job, that shows respect for SJHS.
- Shows respect for all who use the SJHS facilities.

### COMMUNICATION

- Communicates any problems with the building or grounds to the Director of Facilities.
- Reports to the Director of Facilities.

**Location:** Saint Joseph High School, South Bend, Indiana

**Immediate Supervisor:** Director of Facilities

#### **Qualifications:**

- High School Diploma or equivalent
- Able to lift 50 pounds

Interested applicants should complete an application [here](#) and send it to Ginny Weaver at [gweaver@saintjoehigh.com](mailto:gweaver@saintjoehigh.com)  
574-233-6137 x513