

# **Blessed Francis Seelos Academy - Custodian**

## **Summary**

Performs custodial duties including dusting, mopping, vacuuming and cleaning and restocking restrooms. Successful candidate will be able to maintain flexible work schedule designed in conjunction with the principal.

## **Duties and Responsibilities**

1. Dusts and mops floors including stairs and hallways.
2. Vacuums carpets.
3. Cleans restrooms and restocks paper and soap supplies.
4. Performs routine maintenance to custodial equipment and supplies.
5. Empties trash receptacles and bags trash for proper disposal including cafeteria during lunch hours.
6. Change light bulbs as needed.
7. Locks doors after cleaning areas.
8. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
9. May oversee and/or assist with snow removal activities.
10. Performs miscellaneous job-related duties as assigned.
11. Maintains Gymnasium and connected areas as needed.
12. Throughout the school day maintain cleanliness of glass doors, classroom windows, and water fountains.
13. Check in with principal to be aware of changes to daily schedule and needs
14. Assist in safety drills, fire drills, and monitoring fire alarm system.
15. Daily check of boiler and heating systems.
16. Work in coordination with night time cleaning staff to maintain safe and sanitary conditions.

## **Knowledge, Skills and Abilities Required**

- Ability to understand verbal instructions.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and chemicals.
- Ability to use hand and power tools applicable to trade.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to understand written and verbal communications.
- Ability to monitor and adjust daily routine to assist building staff.
- Basic Computer Knowledge

## **Distinguishing Characteristics**

Position requires: a) dusting, mopping, vacuuming, emptying trash and cleaning restrooms; and b) performing routine maintenance to custodial equipment and school facilities

## **Conditions of Employment**

- Must pass a pre-employment criminal background check and meet the background check requirements of the Diocese of Pittsburgh Safe Environment Policy.

## **Working Conditions and Physical Effort**

- Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of job.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Interested applicants should submit a resume and cover letter to:

NHRCES  
800 Avila Court  
Pittsburgh, PA 15237

Or email to [hr@nhrces.org](mailto:hr@nhrces.org)