

Custodian
St. Adelaide Academy & PreSchool

Full Time

Salary: \$21.00 – \$23.00 per Hour

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

POSITION SUMMARY:

The Custodian is responsible for maintaining a clean, safe, and welcoming environment within the school premises. This role involves performing various custodial duties to ensure that all areas of the school: offices, classrooms, restrooms, and common areas, are kept in clean condition. The Custodian will also support the school's various functions by preparing spaces for events and ensuring that all facilities are properly maintained.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Cleanliness and sanitization of the floors, restrooms, offices and common areas
- Sweep, mop, vacuum, dust and polish surfaces
- Daily emptying of trash
- Maintaining the landscaping of the school grounds
- Daily cleanliness of the lunch areas
- Replenishment supplies such as soap, paper towels, etc
- Perform routine building maintenance and minor repairs
- Report maintenance issues, safety hazards and/or needed repairs
- Operate cleaning equipment safely and efficiently
- Follow health, safety and sanitation standards
- Secure facilities by ensuring overall buildings are locked

QUALIFICATION GUIDELINES:

- High school diploma or equivalent
- Previous custodial or janitorial experience is a plus
- Ability to use cleaning chemicals and equipment properly
- Physical ability to lift, carry, bend, stand and walk for extended periods of time
- Ability to work independently with minimal supervision
- May be required to work at school special events

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to 50lbs., kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your cover letter and resume to:

Adela Solis, Principal

St. Adelaide Academy & PreSchool

27487 Base Line Street Highland, CA 92346

Submit Resume to: a.solis@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer