



Sacred Heart Seminary & School of Theology Job Description

POSITION TITLE: Custodian

DEPARTMENT: Custodial Services (532)

SUPERVISOR: Lead Custodial

JOB SUMMARY

The Custodian will clean and maintain the Seminary and School. The Custodian performs general cleaning and janitorial duties in the common areas of the building as well as the private Seminarian quarters/section of the building.

Supervisory Responsibilities:

None.

Duties/Responsibilities:

DAILY:

- Sanitize and disinfect surfaces
- Clean classrooms – including white boards & chalkboards, vacuum carpeting, Clean Table tops, straighten chairs, empty garbage and recycling cans
- Clean all rest rooms on first through fourth floors on a rotating basis with other personnel or as needed
- Clean/maintain equipment used that day
- Empty garbage and recycle bins on all floors
- Clean all entry floors, mats and doorways
- Dust mop and wet mop all non-carpeted stairways and vacuum carpets located in stairways
- Clean chapel floors
- Spot clean soiled areas of carpet when needed.
- Scrub and/or strip and wax floors
- Shampoo carpeting
- Clean lobby, chapels, conference and meeting rooms, main and chapel entrances,
- Clean basement and dining room floors, carpeting in hallways, and 3rd and 4th floor Seminarian rooms and guest rooms as needed.
- Restock all paper products and supplies.
- Deliver UPS parcels from Front Desk to student rooms and/or SCJ Monastery
- Other Duties as assigned.

Required Skills/Abilities

- Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
- Detail-oriented and thorough.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Ability to keep the school clean and orderly.
- Ability to interact with staff, faculty, students and visitors at the school while remaining professional, polite, and courteous.
- Be flexible to changing cleaning routine, as needed or directed by Custodial Supervisor.

Education and Experience

- High school diploma or equivalent required.
- Must pass a background check.
- Safe Environment Education (SEE) certification to be obtained/renewed under SHSST's organization, name after 90 days and before six (6) months' employment.

Physical Requirements

Prolonged periods of standing, walking, pushing/pulling equipment.
Must be able to lift, bend, stoop, climb, reach, and lift up to 50 pounds.



Send resume to Amy Jurgens at ajurgens@shsst.edu.