

**ERIE CATHOLIC SCHOOL SYSTEM**  
**JOB TITLE: SCHOOL CUSTODIAN**  
**REPORTS TO: SCHOOL PRINCIPAL**  
**POSITION STATUS: FT AND NONEXEMPT**

**Position Summary:**

The individual in this position is responsible for the routine maintenance and cleaning of the school building and grounds as well as moving furniture and materials as needed.

**Required Qualifications:**

- High school or GED diploma

**Desired Qualifications:**

- Prior experience performing janitorial or maintenance duties
- Knowledge of standard industrial chemicals

**Essential Functions and Responsibilities:**

- Perform building maintenance where technical assistance is not required, including the following
- Moving and unpacking furniture and supplies
- Repair furniture and equipment
- Perform cleaning and other custodial functions, including the following:
  - Clean furniture, equipment, and floors (including carpets)
  - Clean rest rooms and keep soap and paper dispensers adequately supplied
  - Make sure that all entrances, exits, steps, walkways, and parking lots are free from ice and snow
- Maintain school building grounds, including cutting and trimming grass; washing and cleaning windows; painting; etc.
- Maintain a schedule and log of daily activities
- Perform other duties as assigned

**Performance Factors/Job Competencies:**

- Ability to apply principle of logical thinking to a wide range of practical problems
- Understanding of varying janitorial practices and procedures
- Knowledge of safety policy and procedures
- Fundamental mathematics skills
- Prioritize and efficiently complete tasks with minimal supervision
- Demonstrate adherence to the highest moral standards at all times

**Work Environment:**

The maintenance staff will work both indoors and outdoors to accomplish daily tasks. This includes working in freezing temperatures during winter months and extreme temperature in the summer months while performing grounds maintenance. Incumbents will be exposed to hazardous chemicals that are used in the daily custodial duties. This position requires the employee to spend the vast majority of the day on their feet. Candidates are required to have a vehicle and valid driver's license to attend job related duties.

**Physical Demands: (% of time):**

Standing: Frequently (>90%)

Sitting: Rarely (<10%)

Lifting: 0-20lbs. Often (30-60%); 20-50 lbs. Often (30-60%); Over 50 lbs. Occasionally (<20%)

Travel: Rarely (<10%)

Pushing/Pulling: Often (30-60%)

Manual Keying/Data Entry: Occasionally (<20%)

**Property and Confidentiality Requirements:**

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above is the property of the Erie Catholic School System. It may not be used for personal profit or gain and will be relinquished to ECSS upon termination of employment from ECSS. In addition, the person employed in this position shall maintain confidentiality with regard to the personal and private information about students, families, faculty, co-workers, administrators, programs and services, and any other proprietary information accrued as a result of ECSS employment or as required by applicable state or federal laws and regulations.

**Note:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**By applying for a position with the Catholic Schools of the Diocese of Erie, I \_\_\_\_\_ the applicant, understand that, if eventually employed by the Catholic Schools of the Diocese of Erie, the employee agrees to ongoing training (commensurate with the position) regarding Catholic moral and social teaching and agree that employment may be terminated if the employee's actions or public statements cause scandal to the Catholic School or Diocese of Erie, are contrary to or hold up to ridicule the teachings of the Catholic Church, or interfere with the individual's responsibilities as a staff member at the Catholic School.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_