



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
574-233-6137 x513