



|| PART-TIME CUSTODIAN ||

St. Teresa's Academy

St. Teresa's Academy (STA) is a Catholic, accredited, college-preparatory high school that provides young women with a premier education that includes a rigorous academic curriculum and technology program, award-winning arts and athletics programs, and service and mission opportunities. STA, founded by the [Sisters of St. Joseph of Carondelet](#), educates young women to think critically, encourages them through Catholic values to serve others, and empowers them to make a profound impact on the world.

STA is seeking part-time (20 hours/week, Monday through Friday) custodian. Assists in maintaining a clean, safe environment for the students, faculty and staff of St. Teresa's' Academy. This position reports to the Operations Manager and the Director of Campus Operations.

| Responsibilities |

- Cleans assigned facilities and/or grounds (e.g., classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) and maintains a sanitary, safe and attractive environment.
- Maintains supplies and equipment (e.g., cleaning solutions, paper products, vacuums, mops, etc.) to ensure the availability of custodial items required to properly maintain facilities.
- Performs summer maintenance (e.g., stripping/waxing floors, moving furniture, etc.) to complete and/or facilitate summer custodial projects.
- Replenishes classroom and restroom supplies (e.g, paper towels, soap, etc.) to ensure adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms, etc.) to take appropriate action or notify appropriate personnel for resolution.
- Secures facilities and grounds (e.g., doors, gates, alarms, lights, etc.) to minimize property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff to complete site custodial activities.
- Operates custodial equipment including, but not limited to vacuums, low speed roto's, burnishers, carpet extractors, automatic floor machines, etc. Operation of equipment must be consistent with the training provided and the equipment manual.
- Executes custodial projects including, but not limited to tile floor refinishing, carpet extraction and cleaning and wood gym floor maintenance.
- Follows assigned cleaning schedules and assigned cleaning procedures and practices as directed.
- Assists with the setup and teardown of school events as directed.
- Assists with snow removal or other outside clean up as directed including the policing of school grounds.

| Qualifications |

- 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, students, parents, and visitors at school while remaining professional, polite and courteous.

| Attributes and Values |

- Takes initiative and works independently.
- Has the ability to manage multiple priorities effectively.

| Physical Requirements |

- Must be able to lift, bend, stoop, climb, reach, and lift 50 pounds at a time.
- Must be able to endure prolonged periods standing and walking.

| St. Teresa's Academy is an Equal Opportunity Employer |