



## **Custodian**

Reports to: Director of Maintenance

Part-Time | 20 hours per week (3 - 7p.m.) | Non Exempt

*St. George's Episcopal School is a coeducational, independent school serving approximately 395 students from nursery through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.*

## **Position Summary**

The Custodian is responsible for a variety of service operations in the areas of maintenance, custodial and landscaping work at St. George's Episcopal School. This role will also be responsible for the safety, cleanliness, sanitation and appearance of StG facilities. This position is also responsible for a variety of troubleshooting activities, including working with a variety of different types of machinery as well as handling light (non-licensed) electrical, plumbing, carpentry and janitorial jobs. This position may be required to assist with lawn and ground maintenance activities.

## **Essential Duties and Responsibilities**

Duties of this position include but are not limited to:

- Performs custodial duties such as mopping, dust mopping, emptying trash, vacuuming floors, scrubbing, buffing, general dusting and utilizes waxing machines following established procedures and guidelines in buildings, classrooms, offices, restrooms, etc.
- Works with the Director of Maintenance and team members to ensure all major systems are working properly.
- Ensures pathways, stairs and outdoor structures are safe to utilize.
- Ensures ground maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance.
- Monitors the school campus to ensure cleanliness and proper maintenance has been conducted daily; assure safety, resolve problems or notify others as appropriate.
- Reduces the likelihood for the spread of germs by maintaining a properly cleaned work environment.
- Participates in required training for all team members that are part of the Maintenance division.

- Understands proper safety protocols in line with local, state and federal requirements and best practices.
- Helps to coordinate pest and rodent control across all buildings.
- Ensures that proper custodial/maintenance materials and equipment are used to complete all assignments.
- Performs minor repairs such as repairing broken locks, replacing light bulbs, painting, filling gaps on walls, etc.
- Observes/reports safety hazards quickly to the Director of Maintenance.
- Inspects the functionality of safety systems such as fire alarms, etc.
- Demonstrates knowledge of custodial service procedures, standards, methods, safety and OSHA regulations.
- Performs all other job duties as assigned by the Director of Maintenance.

### **Qualification Requirements**

- High school diploma or equivalent (required).
- 2-3 years of experience in maintenance, custodial services and/or facilities management required.
- Embraces professionalism, teamwork, accountability and compassion.
- Must possess solid communication skills.
- Strong work ethic, timeliness and attention to detail.
- Follow-through on job requests and ability to spot needs on an active campus.
- Ability to operate a variety of equipment and tools.
- Reliable transportation to work location.
- Ability to work around children.
- Ability to work in a collaborative team environment with faculty and staff.
- Ability to work outside of the normal operating shift; nights and weekends may be needed at times.
- Ability to problem solve, analyze and change priorities when needed.
- Ability to develop, maintain and promote cooperative, professional and respectful working relationships with all employees, vendors and business partners of the department.
- Must have enthusiasm for the job and a positive, supportive customer service approach.

### **Working Conditions / Physical Demands:**

- Must be physically able to perform occasional bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; frequent standing
- Occasional lifting up to 50lbs.

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Interested candidates should send a cover letter detailing their educational philosophy and resumé to Mr. Jé Gales, Director of Human Resources, at [je.gales@stgnola.org](mailto:je.gales@stgnola.org)**