

Part-Time Custodian

St. John Vianney School is seeking a qualified Custodian to provide custodial services; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

Tasks include:

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Monitors activities in and around work areas (e.g. halls, multipurpose rooms, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating maintenance of facilities and preparation for new school year.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

Skills needed: Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

Hours: 20-25 hours a week, depending on scheduled activities. This is a part time position that pays \$15.00/hr. Hours can be flexible upon mutual agreement. This position is under the direct supervision of the principal.

Send resumes to:

Sonia Flores-Davis, Principal

St. John Vianney School

501 N. Walnut, Spokane Valley, 99206

Phone: 509 926-7987

Email: sfloresdavis@dioceseofspokane.org