

Custodian

St. John the Evangelist School is looking for a responsible custodian to maintain and protect our facilities. The external and internal appearance of a building reflects on St. John the Evangelist School. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism.

The ideal candidate will be experienced in a custodian role focused on building upkeep. They will have great physical endurance to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs.

Responsibilities

- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap)
- Wipe mirrors and windows
- Maintain outer premises by watering plants, mowing lawn, cleaning entrances
- Utilize insecticides to prevent infestation by dangerous pests
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
- Report major damages and oversee repairs
- Secure facilities after operating hours by locking doors, closing windows and setting up the alarm

- Undertake occasional custodial and janitorial tasks (shoveling snow from the sidewalk, lifting heavy items, moving chairs etc.)

Requirements and skills

- Proven experience as custodian, janitor or in a similar role
- Knowledge of use and maintenance of industrial cleaning equipment and appliances
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength
- High school diploma is preferred but not required

To apply, please email the following documents, confidentially, and as separate PDF attachments to Mrs. Kellie Kickham, M.Ed at kkickham@sje-school.com.

- Cover letter (no greater than two pages),
- Current Resume (include all work and service-related experiences, dates, and education related to the position)
- List of three references with names, phone numbers, and email addresses. References are to include a pastoral, personal, and professional associates. No references will be contacted without your knowledge and approval.