

Director of Custodial Services

The Director of Custodial Services reports directly to the Vice President of Facilities. This position of Director of Custodial Services supports Roncalli High School's Mission by providing a safe, clean, and comfortable environment for our students to grow into Christian leaders in body, mind, and spirit. In order to successfully meet the expectations of this position, the Director of Custodial Services must model Christian Virtues focusing on team leadership and overall work ethic. The position will work an overlapping schedule for both first and second shift with a projected schedule 1:00 PM - 9:00 PM.

QUALIFICATIONS:

Work usually requires a level of knowledge normally acquired by obtaining a High School Diploma or a G.E.D. with past supervisory experience a big plus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Will oversee the overall cleanliness of the main school building, both main gyms including all their restrooms, the Bubble Gym(Training Room,locker/restrooms,weightroom, and Basketball courts), The Blockhouse Locker room, the Annex Woodshop, the restrooms at Softball and Baseball, and the Stadium concessions and restrooms, and Providence House.

Orders any and all supplies necessary to perform essential cleaning and maintenance jobs throughout the building and other exterior spaces

Helps hire and supervise a complete custodial staff for all cleaning and light maintenance work for all buildings on the Roncalli Campus

Ensures building security, locking and unlocking doors for cleaning or special school events taking place after regular hours; checks for unauthorized persons in building; checks and locks windows.

Directs or performs such tasks as shampooing carpets, buffing hallways, striping and waxing of floors, carrying trash to dumpster.

Replenishes classroom and restroom 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.

Directs AND performs the moving of furniture such as desks, tables, and chairs for summer, fall, winter, and spring break cleaning.

Facilitates his team to assist in hauling and dumping recyclables when student support is not available.

Inspects buildings and exterior buildings, staying in close communication with the Principal and VP of Facilities to determine the need and/or tasks for the building daily.

Assist in Delivering packages from the front office to various classrooms.

Responds to emergency calls, regardless of time of day, including coming to the building to make emergency repairs during unscheduled hours.

Work with the Dean of Students on Safety and Security related matters as well as report student issues to the Dean.

Performs other related duties as assigned by all bodies of Administrative Council as well as any bodies of Presidents Council.