

BECKMAN CATHOLIC HIGH SCHOOL
Job Description for Lead Custodian

Reports to: Principal

Full-time, benefit-eligible, hourly position

Qualifications:

1. Preferably a practicing Catholic, active in worship and parish life
2. High School Diploma or equivalent
3. Demonstrated custodial and maintenance skills
4. Must be able to lift at least 75 pounds
5. Self-motivated, enthusiastic supporter of Catholic faith and schools
6. Highly organized with strong oral and written communication skills

Job Summary:

The lead custodian is responsible for the primary cleaning of the school facility and coordinating cleaning efforts with other custodial staff. The evening/lead custodian serves as the primary point of contact for administration and assists with providing or coordinating coverage for rental and weekend activities. The lead custodian is also responsible for supervising and leading the summer building cleaning process, including supervising student workers. School year hours are 3:00 PM-11:30 PM Monday-Friday with occasional weekend work. Summer hours are 5:00 AM -3:30 PM Monday-Thursday with occasional weekend work.

Duties/Responsibilities

- Coordinate building cleaning efforts in collaboration with administration and custodial staff
- Serve as primary point of contact with custodial staff
- Conduct daily cleaning of portions of the school building
- Monitor and provide input to staff on areas needing maintenance
- Clean gymnasium and indoor athletic facilities after home sporting events
- Maintain building security
- Serve as summer cleaning coordinator, including supervising student workers
- Provide/coordinate custodial coverage for weekend and special events

These duties are not all inclusive, other duties may be assigned.