



BISHOP DWENGER HIGH SCHOOL

Maintenance Custodian

The Maintenance Custodian at Bishop Dwenger High School performs a full range of janitorial duties inside and outside the school and other facilities. Also, candidates need to perform basic building maintenance assignments and perform routine groundskeeping work.

JOB REQUIREMENTS

- Have a good attitude, be trustworthy, dependable, honest, and full of integrity;
- Communication skills;
- Knowledge of standard cleaning methods, materials and procedures;
- Basic knowledge of building maintenance methods, tools and equipment;
- Basic knowledge of grounds keeping methods, equipment and procedures;
- Ability to understand and carry out oral and written directions;
- Ability to maintain assigned areas in buildings and on property in a clean and orderly condition;
- Ability to perform basic building maintenance work and assignments;
- Ability to perform grounds keeping work;
- Ability to operate custodial and cleaning equipment;
- Ability to operate various types of ground keeping equipment;
- Ability to use hand and power tools;
- Ability to perform physical demands such as: lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, bending, squatting, handling, fingering and/or feeling;
- Ability to lift and move objects up to 50 lbs;
- Ability to climb ladders and work at particular heights;
- Ability to stand, walk, and bend many hours;
- Follows all school and diocesan policies, including those regarding Safe Environment and annual trainings;
- Adhere to all directives from the Maintenance Director, Maintenance Supervisor, and school Administration.

JOB RESPONSIBILITIES

- Keeps building and property in clean and orderly condition;
- Perform routine maintenance activities;
- Perform heavy cleaning duties;
- Sweeps, mops, scrubs, waxes and buffs floors; sweeps, vacuums, and shampoos carpets;
- Empties and cleans waste receptacles and disposes of trash;
- Maintains restrooms in sanitary condition and replenishes supplies;
- Dusts furniture, walls, and equipment;
- Cleans windows, mirrors, and partitions with soap and other cleaners;



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- Cleans breakroom surfaces;
- Cleans fountains and polishes metal work;
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions;
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures;
- Moves and arranges furniture and equipment; performs room setups and teardowns for meetings and events;
- Performs basic maintenance work on buildings and equipment, including noncomplex electrical, plumbing, HVAC, carpentry, painting and mechanical repairs;
- Replaces light bulbs;
- Performs basic grounds keeping on property, including pulling weeds, weed whacking, mowing, trimming bushes, shrubs, hedges and trees, raking leaves, snow removal such as shoveling sidewalks, steps, doorways and putting ice melt down, and other related duties as assigned;
- Helps to maintain building security;
- Notifies supervisor of repairs needed and of low inventory.

EDUCATION AND/OR EXPERIENCE: Holds a high school diploma/GED. Previous experience is preferred. On-the-job training offered.

START DATE: To be determined.

MORE INFORMATION: Kevin Knoch, Director of Maintenance
kknoch@bishopdwenger.com or 260-496-4725

TO APPLY GO TO: <https://theapplicantmanager.com/careers?co=df>