

## ARCHDIOCESE OF INDIANAPOLIS

### Our Lady of Providence

### Housekeeping -Part time

#### I. IDENTIFYING INFORMATION

Position Title:

Location: Our Lady of Providence High School

Status: Part Time

FLSA: Non-Exempt

Reports to: Facilities Manager

#### II. PRIMARY FUNCTIONS

Under the general supervision and direction of the Facilities Manager, is responsible to maintain a school facility in a clean, orderly, and safe manner following a predetermined work area and to do other related work as required. Main duties are classroom and restroom cleaning after school hours, approximately 15-25 hours per week.

#### III. POSITION CONTENT

##### A. ESSENTIAL FUNCTIONS

1. Sweep, mop, strip, wax, and seal floors.
2. Vacuum rugs and carpets.
3. Dust, wash, and polish furniture and woodwork.
4. Empty and clean waste receptacles, including exterior trash barrels and cafeteria.
5. Clean restrooms, dressing rooms and locker rooms and fill toilet paper, paper towel, soap and hand sanitizer dispensers.
6. Wash columns, clean ceiling vents, clean windows and walls, polish metalwork and clean chalkboards.
7. Move and arrange furniture and equipment in multipurpose rooms or classrooms.
8. Clean window sills and coverings such as drapes and blinds.
9. Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
10. Sweep concrete surfaces adjacent to the school buildings.
11. Perform emergency cleanup service resulting from breakage vandalism, spilling and illness.
12. May lower flags, lock gates, doors and windows and set fire alarm systems.
13. Assist in receiving and distributing supplies and equipment.
14. May perform minor maintenance tasks in keeping assigned areas safe and operational.
15. May occasionally perform routine ground maintenance functions.
16. Assist in reporting and preventing vandalism.
17. Perform other related duties as assigned.

#### IV. POSITION SPECIFICATIONS/REQUIREMENTS

##### A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Knowledge of basic cleaning methods, procedures and techniques
2. Efficiently and effectively use cleaning materials, supplies and equipment
3. Understanding of safe working methods and procedures
4. Good organization and planning skills
5. Ability to organize and manage workload to meet deadlines
6. Self-motivated. Ability to work with minimal supervision
7. Willingness to foster the Church's mission
8. Perform moderate manual activities

9. Understand and carry out oral and written directions
10. Establish and maintain cooperative working relationships

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Experience in school custodial work preferred.
2. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
3. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
4. Background screening required
5. Valid driver's license required
6. High school graduate

V. WORKING ENVIRONMENT

A. Generally indoors, cleaning classrooms, hallways and restrooms after school hours.

1. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects
2. Persons performing service in this position classification will exert 40 to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
3. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.

Date of job description: 11/28/2022

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_