

# HOLY FAMILY CRISTO REY CATHOLIC HIGH SCHOOL

## Job Title: Custodian (October 2018)

### Our Mission

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama combines academic rigor and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life.

Established in 2007, Holy Family Cristo Rey Catholic High School is a member of the Cristo Rey Network, a national association of 35 high schools that provide a quality, Catholic, college preparatory education to urban young people who live in communities with limited educational options.

**JOB GOAL:** To provide excellent custodial and grounds keeping services by maintaining an attractive, sanitary, clean, and safe facility for students, staff, and the public.

**REPORTS TO:** Principal or Principal's Designee

**WORK DAYS:** 12 Months

**Open Date: October 25, 2018**

**Closing Date:** Until Filled

### QUALIFICATIONS:

1. High school diploma or equivalent..
2. Must possess and maintain a valid driver's license and provide own transportation.
3. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Such alternatives to the above qualifications as the Administration may require.

### DUTIES AND RESPONSIBILITIES:

- Follow job related instructions given by the principal and other supervisors
- Maintains safe atmosphere for students and persons working in the building as well as visitors
- Keeps building and premises, including sidewalks, driveways and other areas neat and clean at all times

- After opening the building each day at the designated time, checks to ensure that all exit doors are open and all secured systems are working properly during the hours of occupancy
- Before leaving each day at the designated time, secures all doors and window, and turns off lights except those left on for security reasons
- Cleans restrooms and drinking fountains daily according to health department regulations
- Cleans classrooms and corridors daily
- Removes trash and rubbish from campus daily, cuts grass weekly and trims shrubbery as needed
- Cares for plants and shrubs inside as well as outside the building
- Maintenance to include repairs as needed
- Maintains work order requests upon approval by Principal
- Moves furniture and equipment within the building as directed by the Principal
- Adheres to school's rules and regulations
- Engages in professional growth and demonstrates professional ethics and leadership
- Performs other duties as assigned.

#### **PHYSICAL REQUIRMENTS:**

Physical strength, mobility, dexterity, stamina, and acuity are required to perform job responsibilities.

Holy Family Cristo Rey does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.