



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

Evening Shift Custodian

Reports To: Facilities Manager

Job Status: 12-month, full-time, hourly

Salary Information: Hourly Rate will be commensurate with experience. Eligible for paid sick, PTO and paid holidays. Medical, dental and vision benefits and a 401(K)-savings plan eligibility.

Responsibilities: This position is part of the Evening Custodian crew and will assist in keeping areas of the school clean. Shift will normally be Monday-Friday 2:00 pm-10:30 pm with overtime required as assigned. Monitor, pick-up and clean all interior and exterior areas of the JSerra campus. Responsible for cleanliness of all locations with some deep cleaning actions required. Will assist with event set-ups and tear downs.

Knowledge, Skills, and Abilities

- Assist with outdoor/grounds projects.
- Remove trash and debris from exterior areas including parking lots, sidewalks.
- Maintain and clean commercial kitchens as needed.
- Clean, upkeep and restock public and private restroom facilities on regular basis.
- Manage custodial cleaning and waste/recycling systems.
- Assist with event set-ups and tear-downs.
- Ability to work days, evenings, and weekends. Hours may vary.
- Ability to multi-task, with attention to detail and customer service oriented/positive attitude.
- Ability to work with minimal supervision and manage time to complete tasks in timely manner.
- Ability to lift tables, chairs and other bulky items with ability to physically lift up to 40 pounds.
- Ability to interpret a floor plan and set-up tables and chairs accordingly.
- Punctual with good attendance record.
- Must have good communication speaking and listening communication skills.
- Must be able to stand and walk for extended periods of time.
- Bilingual candidates are encouraged to apply.

Education & Experience

- High School Diploma or GED required
- Minimum 1-year prior experience in general maintenance, housekeeping and/or janitorial.
- Requires frequent lifting, carrying, pushing, or pulling up to 50 lbs.
- Must follow basic safety procedures and precautions due to risks and exposure to hazardous chemicals

Special Qualities & Characteristics

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties or responsibilities.

HOW TO APPLY

Interested candidates are asked to first reflect on the **Core Beliefs** (link: <https://www.jserra.org/about/core-beliefs>) of JSerra prior to applying for a position. If after prayerful consideration an applicant believes he or she can support and embrace the foundational principals of JSerra, an email should be sent to employment@jserra.org that contains:

- Cover letter indicating position of interest
- Current resume
- Completed & signed **Application for Employment***
https://www.jserra.org/uploaded/About_Us/HR/JSerra_Employment_Application_2020.pdf
- Essay – Provide a maximum one-page typed response to the following:

“Having reflected on JSerra’s Core Beliefs which articulate our core identity as a Catholic Religious organization, name ways in which JSerra’s values align with your own personal values, and then explain in what specific ways you anticipate supporting and advancing our school’s mission”.

For teaching positions, applicants must also provide:

- *Letters of recommendation from current (preferred) or previous supervisors (minimum of two)*
- *College transcripts*

**You must download and save the Application for Employment PDF to your computer; then open/complete it and re-save it. If you do not save the application before entering data and save again, typed data may be lost.*

Please ensure that complete applicant packages are emailed to employment@jserra.org in PDF format. Applicants will receive an email acknowledgment that applicant documentation was received. Individuals submitting incomplete applicant packages will not be considered.

JSerra Catholic High School is a religious 501(c)(3) organization