



Mary Help of Christians School
10 E. Del Mar Boulevard
Laredo, Texas 78041 – 2368

Job Description: Custodian

General Description

This full-time position reports to the Plant Manager.

A Custodian will meet all qualifications and behavior standards as set by the Laredo, Diocesan Catholic School Office and as stated in the Salesian Educator's Profile. It is primarily the witness and the behavior of staff that give the distinctive character to Catholic schools. While an employee must be knowledgeable and qualified in his/her field, they must also demonstrate an understanding of what goes into the mission of Salesian education. It is the chief desire of the Church that all of us consider their lived-faith and their Christian life-style just as important as their professional credentials.

In accordance with the Salesian, dynamic force of educational love, we are urged to reflect on the quality of our presence and of what we offer, following the example of Mary, becoming a presence that collaborates with the Holy Spirit to help Christ grow in the hearts of the young people and one another.

Primary Responsibilities

Provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

Summary of Essential Functions

- Keeps building and premises, including classrooms, bathrooms, hallways, cafeteria, gym, pool area, convent, administration offices, sidewalks, driveways, and play areas neat, clean and sanitize at all times working under a schedule outlined by the Plant Manager.
- Sweep, mop, vacuum, dust, and polish floors and surfaces.
- Empty trash and recycling bins daily and dispose of waste properly.
- Clean windows, doors, mirrors, and light fixtures as scheduled
- Set up tables for the younger students, supervision of collecting trays and appropriate disposal of waste material.
- Cleans corridors after school each day, and during the day when their conditions require it.
- Scrub and disinfects toilets floors daily, and cleans all sanitary fixtures and drinking fountains daily.
- Perform minor repairs (e.g., changing light bulbs, tightening fixtures).
- Restock restroom supplies and monitor inventory of cleaning materials.
- Set up rooms and equipment for meetings, assemblies, mass and school events.
- Monitor and report any facility damage or safety hazards.
- Lock and unlock buildings and rooms as required; secure premises after hours.
- Assist with yard work, including blowing leaves, sweeping entrances, and maintaining walkways.
- Support maintenance projects and seasonal deep-cleaning efforts.
- Follow safety guidelines and comply with school policies and procedures.

- Respond to emergency cleaning requests (e.g., spills, accidents).
- Moves furniture or equipment within buildings as required for various activities as directed by Principal.
- Performs other custodian activities and such other duties as the Principal/Plant Manager may require.

Minimum Requirements

- Proof of high school diploma/GED (if applicable)
- 1 year of experience
- Official Transcripts (if applicable)
- three (3) references form from current or previous supervisor
- Able to read, write and speak English and Spanish language
- Work well with all level of staff, students and parents
- Driver’s License
- Tuberculosis Exam
- Social Security
- Criminal Background

Working Conditions: Encounter on a regular basis as part of the work this job performs.

	Never (0-30%)	Occasionally (31-60%)	Frequently (61-100%)	Continuously
LIFTING OR CARRYING:				
1-10 LBS.			X	
11-20 LBS.			X	
21-40 LBS.			X	
41-60 LBS.			X	
61 OR MORE LBS.		X		
PUSHING OR PULLING:				
1-10 LBS.			X	
41-60 LBS.			X	
61 or more LBS.		X		
BENDING OR STOOPING:			X	
REACH ABOVE SHOULDER LEVEL:			X	
DRIVING AUTOMATIC EQUIP. VEHICLE:		X		
WORKING WITH MACHINERY:		X		
CLIMBING:		X		
WALKING:			X	
STANDING:			X	
SITTING:			X	
WORKING IN EXTREME TEMPERATURE:	X			

NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.