



## *Mary Help of Christians School*

10 E. Del Mar Boulevard  
Laredo, Texas 78041 – 2368

### Job Description: Janitorial

#### General Description

This full-time position reports to the Janitorial Manager and Assistant Chief Financial Officer.

A Janitorial 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 and clean at all times working under a schedule outlined by the CFO/Principal.
- 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.
- Keeps the grounds free of paper and rubbish. Cleans areas dirtied due to accident or illness, and waters grounds when necessary.
- Reports immediately to the CFO any damages to school property.
- Keeps an inventory of supplies, equipment on hand requisitions such needed replacements from the principal sufficiently in advance.
- Moves furniture or equipment within buildings as required for various activities as directed by CFO/Principal.
- Performs other janitorial activities and such other duties as the CFO/Principal 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.