

CUSTODIAN

The Custodian is responsible for maintaining the cleanliness and order of all areas within the school buildings, the church, and rectory to ensure a welcoming and hygienic environment by ensuring a clean and well-maintained space. The Custodian works cooperatively with parish and school administration, faculty, and staff, demonstrates respect and professionalism in interactions with parishioners, visitors, students, and families, and supports the Catholic mission and values of St. Margaret of Scotland.

Job Responsibilities

- Clean and sanitize restrooms, including restocking supplies as needed (toilet paper, soap, paper towels)
- Mop, sweep, and maintain all floors, including entryways and hallways
- Clean and polish windows, window sills, and other glass surfaces to maintain a bright and clean appearance
- Maintain a routine cleaning schedule to ensure all interior spaces are consistently clean and welcoming
- Assist in the set-up of rooms for parish and school events and meetings
- Ensure trash is emptied and disposed of properly throughout the buildings
- Report maintenance or safety concerns to appropriate parish or school personnel
- Assist with seasonal, deep-cleaning, and special maintenance projects
- Maintain custodial equipment and cleaning supplies in good working order
- Follow established cleaning schedules and prioritize assigned tasks efficiently

St. Margaret of Scotland Mission

- Support the mission and values of the Catholic Church, parish, and school
- Contribute to a welcoming, safe, and respectful environment for the entire parish and school community
- Demonstrate professionalism, dependability, and a spirit of service in all responsibilities
- Follow all safety and cleaning protocols to maintain a safe and healthy environment

Job Requirements

- High school diploma or equivalent preferred
- Previous custodial, janitorial, facilities, or maintenance experience preferred but not required
- Ability to work independently with minimal supervision
- Dependable, punctual, and able to maintain a consistent work schedule
- Strong organizational skills and attention to detail

- Ability to communicate effectively with supervisors and team members

Physical Requirements

- Ability to bend, lift, and move objects up to 25 pounds
- Ability to stand, walk, and reach for extended periods during shifts
- Must be able to work in a variety of environmental conditions (e.g., outside, indoor, climate-controlled spaces)

Pre-Employment Screening

All candidates receiving an employment offer must submit to a pre-employment screening. The screening will include a criminal background check, Family Care Safety Registration, drug screen, employment and educational licensure/certification verification, health screening, and any other screenings deemed necessary for employment. Any offer would be contingent upon successful completion of any required screening.

The Archdiocese of St. Louis is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on business needs, job requirements, and individual qualifications without regard to race, color, religion, gender, national origin, age, marital, parental, veteran, or disability status.