

Custodian

All Saints Academy
48 Negus Street
Webster, Massachusetts 01570

Application Deadline: Posted until filled

Starting Date: Immediately

Job Description

The custodian at All Saints Academy is responsible for maintaining the school building and property. The custodian performs custodial work and crosswalk duty daily, and supervises tasks related to heating, electrical, plumbing, security, environmental, and safety. On occasion, the candidate may need to work special events after school hours or on weekends. This position requires a team player attitude, excellent interpersonal and communication skills, and attention to detail. The custodian should possess a clear understanding of acceptable business practices in relationship to church teachings. The ideal candidate should also possess the ability to collaborate with and support the Head of School, Asst. Head of School, Administrative Assistant, school and parish staff and volunteers.

Major Responsibilities:

- Provides all custodial needs of the school and its grounds.
 - Identifies issues, assesses the situation and contacts the appropriate vendor when necessary.
 - Maintains equipment in school and on school grounds by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs.
 - Manages all work related to the maintenance of school (a parish property).
 - Provides event coordination, ensuring proper scheduling of set up and take down for meetings, events, and otherwise as directed.
 - Keeps building safe by making sure building code requirements are met.
 - Works with the Head of School to report problems, solutions, and costs associated.
- Provides a weekly status update on any pending project.
- Promotes a positive team attitude with employees and volunteers.
 - Supervises contractors and vendors as they relate to maintenance.
 - Develops and maintains a relationship with all contractors and vendors ensuring efficient facility operations.
 - Implement procedures for handling, storing, safekeeping, and destruction of hazardous materials.
 - Maintains a school-wide inventory list and reviews list at least annually.
 - Regularly inspects school and property for areas of concern.
 - Ensures compliance and implementation of policies as they relate to school.

- Provides general carpentry as needed.
- Provides seasonal maintenance including but not limited to shoveling stairs, sidewalk.
- Serves as primary contact for facility related emergencies, which may require evening and weekend work.
- Adheres to all Diocesan policies.

Reports to:

•Head of School, Asst. Head of School, Pastor, and will work on occasion with Parish Sexton.

Position Type: Full-time

Equal Opportunity Employer

The Diocese of Worcester does not discriminate in employment opportunities or practices (consistent with those religious exemptions provided in statutory and constitutional law) based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Job Requirements

- At least 5 years of relevant experience preferred.
- High School/Trade School degree preferred.
- Citizenship, residency or work visa required

Contact Information

Please email your resume and references with contact information to Mrs. Joan Matys at headofschool@allsaintswebster.org. Qualified applicants will be contacted to schedule an interview as soon as possible.

Joan Matys, Head of School
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