

Custodian

Kolbe Academy & Trinity Prep, a private, Catholic school in Napa, California, is seeking a part-time **Custodian**. This is a new position created as part of development efforts at the school. The Custodian will report to the Principal.

The person who will assume the position of custodian is accepting a very important role in the functioning of our school. The custodian will not only be working with maintenance, cleaning, and care, but will be working with people, especially children. The custodian must understand children and have experience in working around children. Job responsibilities include:

- Clean the school buildings including classrooms, restrooms, offices and hallways by removing trash, vacuuming, mopping, sweeping, dusting, cleaning carpets, washing windows, etc.
- Responsible for garbage collection, removal of cans to curb, and return of cans to enclosure
- Basic maintenance of the grounds, including sprinkler systems, weeding, trash pick-up, sweeping/blowing walkways, etc.
- Responsible for building security, minor maintenance, and sanitation of the building, grounds and equipment
- Assist Principal, faculty and staff in providing an environment conducive to learning excellence
- Inform Principal or designee re: supply needs, repair or significant maintenance needs
- Perform other related duties as required

Job Qualifications:

- High school diploma or GED required
- Ability to communicate in English
- Self-starter, able to work independently with minimal supervision
- Able to interact with students and adults in a positive manner
- Must have full knowledge of cleaning equipment, supplies and basic maintenance procedures
- Experience requesting and receiving supplies
- Must be able to lift, pull and/or push more than fifty pounds, as well as work with various chemicals required for cleaning
- At least one year experience in custodial services

Kolbe Academy & Trinity Prep is a private, Catholic school for families with children in Grades Pre-K through 12 in Napa, CA and offers a classically-based education in an academically challenging, faith-filled environment. The school is dedicated to forming the whole person—mind, body, and soul—in order to renew the world through children and young adults who possess the highest educational, moral, civic, and spiritual values. The school has been educating and forming young minds and souls since 1980.

If interested, please send cover letter and resume to:

Brian Muth
Headmaster

bmuth@kolbetrinity.org