



## *Custodian / Bus Driver*

<b>Reports to:</b>	Buildings Manager		
<b>Job Classification:</b>	Non-exempt	<b>Hours per week:</b>	40 (flexible scheduling)
<b>Work Year:</b>	Full	<b>Pay Scale:</b>	Custodian - CU Bus/Shuttle Driver - BSD

### **JOB SUMMARY**

The Custodian / Bus Driver maintains work areas of offices and school buildings to keep them clean and orderly. This position requires the use of janitorial supplies, maintains restroom areas and removes waste material. Special cleaning projects are performed as assigned. In addition, the Custodian / bus Driver drives the school bus to transport students for activities, campus ministry and athletic events.

### **ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES**

- Perform manual, general cleaning and service operations including: cleaning light fixtures; mopping; removing trash containers; washing walls; sweeping and dusting floors; dusting, cleaning, and polishing furniture and building fixtures; vacuuming; and washing tops of desks and tables, and other custodian related duties, as directed
  - Ensure building security by locking doors and windows when the shift dictates
- Drive a school bus to safely transport students and staff to specified school related events, practices, games and activities
- Assist with event set-up and take-down, including floor tarps, tables, chairs, podiums, risers, etc.
- Ensure classrooms, hallways and other school areas are clean and in good repair
- Operate power equipment, including shampoo and scrub machines, and forklift
- Assist in the maintenance of school grounds, including trash pick-up and disposal
- Monitor outside repairs and reports “repair tickets” to the appropriate person(s) or department
- Other duties as assigned

### **MINIMUM REQUIREMENTS**

#### **Experience and Skills**

- Two years minimum in related field
- Must possess and maintain a California state driver’s license that permits driving a school bus, as well as all medical certificates and endorsements for driving a school bus in the state of California
  - License must be in good standing
- Basic understanding of e-mail (open, compose, send and delete) and internet utilization

- Stellar time management
- Thorough work approach

**Educational Requirements**

- High school diploma or equivalent
- Must be able to speak, read and write in English

**Behavioral Job Attributes**

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Must be able to work independently and efficiently, without close supervision
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities

**Physical Requirements**

- Ability to climb an 8 foot ladder
- Must be able to operate a keyboard and mouse
- Must be able to use hand and power tools
- Work requires visual acuity
- Must be able to reach with hands and arms, stoop, kneel, crouch and crawl
- Must be able to sit for extended periods of time
- Must be able to drive for long periods of time
- Must be able to lift 50-75 lbs. in confined spaces

*The above statements are intended to describe the general nature and level of work being performed by those assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*Saint Francis High School demonstrates a commitment to the continued creation of a diverse and inclusive environment and is proud to be an equal opportunity employer.*