



# SACRED HEART PARISH & ACADEMY



Position: Sacred Heart Academy Custodian

40 hours weekly with benefits; hours flexible but suggested 2-10p

Reports to: Church Sexton, Academy Headmaster

- Cleaning of the school daily: including cleaning cafeteria, classrooms, hallways, bathrooms etc. and Cebelak Hall as needed after school events and managing the night cleaning crew contract, if applicable.
- Manage summer Paladin program and per diem student workers, as they are needed, coordinating with church sexton on student worker duties and assist church sexton in budgeting for cleaning materials and Paladins.
- Interview and hire Sacred Heart Academy students for the summer Paladin program.
- Work with church sexton and academy headmaster to ensure the “fix it” jobs in the academy are adequately communicated in scope so as to get done in a timely manner. Academy headmaster will provide church sexton and custodian a prioritized list of academy “fix it” requests on a bi-weekly basis.
- Organize periodic academy service days with the Dean of Formation and Household deans
- Coordinate special events with the PTC.
- Establish and communicate clear expectations to parents and staff about the use of facilities.
- Coordinate shared space set up and cleanup with church sexton (e.g. Cebelak Hall and Booster Room after parish events are church responsibility but academy events are custodian responsibility).
- Attend weekly academy staff meetings and meet with academy Headmaster, Deans, and/or the academy Chief Administrative Officer as needed. Custodian understands the Headmaster exercises his authority and responsibility through an academy administrative team comprised of the Dean of Faculty & Curriculum, Dean of Students, Dean of Formation, and Chief Administrative Officer and these officers will frequently assist the Headmaster in managing academy facilities.
- Other duties as assigned