

KENNEDY CATHOLIC HIGH SCHOOL

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CUSTODIAN

FULL-TIME POSITION

ABOUT KENNEDY CATHOLIC

Kennedy Catholic High School is a private Catholic high school located in Burien, Washington. It is the mission of Kennedy Catholic to cultivate a diverse community of learners who encounter Christ, pursue excellence, and lead with love.

JOB SUMMARY

The job of Custodian is done for the purpose of maintaining an attractive, safe and natural environment in which to learn.

RESPONSIBILITIES

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Cleans assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Evaluates situations for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Paints interior of classrooms, offices, restrooms, etc. for the purpose of maintaining an attractive facility.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secure facilities and grounds for the purpose of supporting them in the completion of their work activities.
- Sensitive to the need for confidentiality in dealing with student/school matters.
- Performs other duties as assigned.

REQUIREMENTS

- Skills are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc; and adhering to safety practices.
- Ability to independently assess and anticipate necessary tasks and act on them.

EXPERIENCE & EDUCATION

- Job related experience is desired
- High School diploma or equivalent
- CPR/first aid certificate
- Valid Washington state driver's license

COMPENSATION & BENEFITS

- Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. This position is a full-time, 12-month hourly position with a salary range of \$23-\$28 per hour based on 2,080 hours over 12 months.
- A comprehensive package of benefits is offered, including two medical plan options, dental, vision, life, and accidental death and disability, long-term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.
- In-building child/dependent tuition support.
- Opportunities to participate/assist with a wide array of co-curricular programs, including athletics, arts, campus ministry, and other clubs and activities for additional modest stipends.
- For teachers in the first five years of their careers, we offer the opportunity to apply for affordable, innovative housing options, based on availability.

TO APPLY

- Visit the Office of Catholic Schools website at: <https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1> An application must be completed on this site prior to hire.
- Email cover letter and resume to apply@kennedyhs.org
- Applications will be reviewed on a rolling basis until the position is filled