

# St. Lawrence Seminary High School

## SUMMER CLEANING JOB DESCRIPTION

**Department: Environmental Services**

### **JOB SUMMARY:**

Performs general housekeeping/custodial duties. Help clean classrooms, dormitories, offices, bathrooms, locker rooms, gymnasium, stairways, lunchroom, recreation rooms, storage areas, etc.

### **MAJOR TASKS, DUTIES, and RESPONSIBILITIES:**

- Performs cleaning and janitorial duties.
- Clean ceilings, walls, light fixtures, windows, drapes, books and shelves, desks, office equipment, etc.
- Cleaning of bathroom, including toilets and urinals.
- Wash lockers, beds and furniture.
- Floor care - scrubbing, stripping, finishing, burnishing and carpet cleaning.
- Move furniture.
- Occasional raking and weeding.

### **ADDITIONAL RESPONSIBILITIES:**

- Performs related duties as required. Always wear protective equipment when needed.

### **HOURS:**

- 6:30 am. – 4:00 pm. (Monday thru Thursday)
- 6:30 am. – 10:30 am. (Friday)

### **QUALIFICATIONS:**

- Self motivated, conscientious worker
- Expected to climb 6, 8 and 10ft ladders.
- Physically able to lift up to 50 pounds, bend, stoop and reach.