

CUSTODIAN/MAINTENANCE

We are currently seeking a reliable, responsible custodian to help maintain and care for our facilities and assist with room set up/tear down for events. The ideal candidate would be a custodial staff member who is careful and thorough in his/her work, cleans and tidies the premises with great care, and has an eye for detail. The successful candidate will be required to respond to repair calls for such activities as replacing a broken light and cleaning up a non-toxic spill.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of Custodian/Maintenance for the 2019-2020 school year. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Thoroughness and commitment to ensuring spaces are ready for the next day, including taking out the trash, tidying, rearranging furniture, and wiping surfaces as needed.
- Sweeping and mopping of floors, as well as vacuuming carpets.
- Daily cleaning and sanitizing of all bathroom facilities, including toilets, sinks, and showers.
- Restock necessary items (e.g. soap, paper products).
- Cleaning of mirrors and windows as needed.
- General outdoor services and maintenance, such as watering plants, mowing the lawn, sweeping entry areas, cleaning glass doors at entrances.
- Safe and proper use of insecticides to prevent infestation by dangerous pests.
- Commitment to reporting major damages to management and willingness to oversee repairs if asked to do so.
- Lockdown facilities at the end of the day.
- Must be available for special events, including to but not limited to athletic events and games, school fundraising events, etc.
- Other job duties as assigned.

MINIMUM QUALIFICATIONS

Education

Preferred: High School Diploma or GED

Experience

Preferred: Experience as a custodian, janitor, or a similar role.
Experience in a school and/or non-profit environment is a benefit, but not required.

Skills

- Ability to work as a team. Being friendly and pleasant.
- Understanding of how to work equipment such as lawnmowers, weed eaters, and floor buffers.

Certification/Licenses/ Registration

Required: None

Working Conditions

The work hours are reasonably regular. Ability to work some nights and weekends to support important school events is required.

Physical Requirements

You will need to lift heavy objects and spend most of your time on your feet.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a Staff Application for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

**Career Opportunity
St. Thomas High School
4500 Memorial Dr.
Houston, TX 77007**