



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

Day Shift Custodian / Gym

University of Detroit Jesuit High School and Academy (U of D Jesuit) invites applications for the full-time, non-exempt position of Day Shift Custodian / Gym. The Day Shift Custodian / Gym is responsible for providing overall support in the cleaning and maintenance of the school facilities as a member of the Facilities Team, to include particular focus on the maintenance and upkeep of the gymnasium and related areas.

Application Procedures:

Submit cover letter, resume, and a completed non-teaching application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to the e-mail address indicated at the bottom of the application form.

Work Schedule: The work hours of this position are generally 6:00 am – 2:00 PM. Monday through Friday, Overtime as scheduled by the supervisor due to weather, weekend activities or particular business needs.

Duties and Responsibilities:

- Clean designated areas as assigned in and around the athletic facility but not limited to the gym proper. Areas to include: Gyms (2), Locker Rooms (2), Coaches office area, Classrooms, Weight Room, Wrestling Room, Adult Fitness and related area, Curley Hall, Concession stands (2), Rear Field.
- Clean rest rooms as assigned in the gym area and Curley Lobby as required.
- Wipe down all Weight Room equipment with disinfectant monthly.
- Assist with the cleaning and trash pick-up on the rear athletic field on a daily basis.
- Assist with the set up process as needed and assigned by the Facilities Maintenance Supervisor.
- Respond to emergency clean up needs that may occur in the physical plant.
- Assist with the snow and ice removal procedure as needed. (This may require overtime.)
- Inspect the assigned areas daily for any broken equipment, burned out lights or any situation that would require attention by the maintenance department and reports findings to the supervisor
- Be willing to respond to any extra cleaning project that is assigned by the Facilities Maintenance Supervisor or Director of Plant Operations.
- Be willing to assist in any project as assigned by the Facilities Maintenance Supervisor or the Director of Facility Operations.
- Adhere to policies related to boundaries with students.
- Attend required abuse risk management training.
- Report suspicious and inappropriate behaviors.
- Adhere to job specific abuse risk management responsibilities.
- Ensure unused rooms and closets remain locked; routinely monitors high-risk locations (locker

- rooms and bathrooms, etc.)
- Other duties and responsibilities as assigned.

Qualifications, Experience, and Abilities:

- High School diploma or GED.
- Must be self-starter, organized, trust-worthy and willing to go the extra distance when it comes to quality of work and performance.
- Must learn the principals of cleaning procedures, products and machine use.
- Reliable transportation and a Valid Michigan Driver’s License.
- Must be able to sign onto a computer, open and respond to emails.

Reports to: Director of Facility Operations. Work may also be assigned by Facility Maintenance Supervisor.

Employment Classification: Regular, full-time staff, non-exempt

Compensation:

Commensurate with qualifications and experience. Full benefits package with paid time off included.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of the job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 100 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

General school setting with exposure to cleaning chemicals, dirt, dust and body fluids. Occasional exposure to unfavorable conditions such as weather conditions or confined, noisy or dirty locations.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all

candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.

Last updated: October 2, 2019