

ST. BONIFACE GYM CUSTODIAN

Job Description

July 1, 2022

- A) Clean Gym Lobby Bathrooms on a daily basis or as needed
 - Scrub toilets
 - Keep soap and toilet paper in ample supply
 - Clean sinks
 - Wet-Mop with disinfectant
 - Wash walls as needed with disinfectant
 - Keep towel dispensers filled and extras on hand
- B) Gym Floor
 - Dust mop daily.
 - Scrub side floor as needed.
 - Clean court as needed.
- C) Bleachers
 - Clean garbage every other week during athletic seasons.
 - Students usually clean after games, if they don't-notify the parish office.
 - Report any problems with bleachers-notify the parish office.
- D) Chair Room (Storage)
 - Keep chairs and tables in order–report needed repairs.
 - Keep room clean and keep cleaners above children's reach.
 - Keep mops clean, launder as needed.
- E) Lobby
 - Dry mop daily.
 - Vacuum rugs daily or as needed. Shampoo as needed.
 - Clean lobby with vinegar and water as needed.
 - Disinfect water fountain on a regular basis.
- F) Stage
 - Some dry mop cleaning as whenever possible
- G) Shower Rooms
 - Sweep weekly
 - Check condition of shower room prior to all games–clean as necessary
 - A schedule is worked out with the coaches for when the kids will take their uniforms home.
 - Wet mop with disinfectant and hose down weekly; clean every surface three times a year with anti-MRSA cleaner. (August, November, March).
 - Clean toilets, sinks, showers at least weekly or as needed.
 - Keep curtains in repair.
- H) Kitchen
 - Dry mop and wet mop as needed and empty trash if needed.

I) Snow Removal

–Keep front entry way and southeast entrance free of snow and ice. Use ice melt sparingly as cement in front of gym has defect and will crumble.

J) Garage

–Report to the parish office when garage items are not returned to their proper place, resulting in dis-array.

K) Can Cart-check the cart periodically to re-pack bags and keep loose bags picked up around can cart. Notify parish office when cart is near full.

SUMMER CLEANING

–Keep lobby bathrooms and clean as needed.

–Check bathrooms for supplies during sports camps, etc.

–Scrub locker room walls and shower room walls during summer. Clean every surface with anti-MRSA cleaner.

–Work with the maintenance committee in compiling a list of jobs for the parish workday.

SCHEDULE

–Check with both schools at the beginning of the school year as to what their PE schedule is. Usually the gym is unoccupied from early to mid-morning each day.

–Communicate with the school offices each Monday to review the schedule for the week and to discuss any changes in the monthly calendar, that effect the gym use. This way you can plan your week. The most essential ingredient about this job is to realize it is never really finished and it calls for a lot of flexibility.

FLEXIBILITY

–The job demands flexibility because of the constant and diverse use of the gym. During the summer months, once the summer cleaning is over, the maintenance would be rather sporadic and light. There is no real vacation time attached to this job—the sooner the summer cleaning is done, the more time you have off. If you cannot be at work because of sickness and something needs to be done, please notify the pastor.

EQUIPMENT

–Kitchen coolers and furnace should be checked 3 times a week to make sure they are operating. Kitchen stove pilots should be checked to make sure they are lit.

–Malfunctioning gym equipment should be reported to the parish office.

–Cleaning equipment and supplies should be kept in the custodial closet or chair room.

–Vacuum should be maintained as needed with new bags or belts.

–Mop heads should be changed weekly and laundered without fabric softener

–Clean roll towels are kept at the grade school and soiled roll towels should be returned to the grade school for Appera to service.

OTHER DUTIES

–Other duties reasonably attached to the above job description may at times be required.

Effective Date: July 1, 2022