



307 South Church Morganfield Kentucky 42437

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[www.johnpauliicatholicschool.org](http://www.johnpauliicatholicschool.org)

Emily Girten, Principal

Fr. Freddie Byrd, Episcopal Vicar

## **School Custodian Job Posting**

**Full-time Opening as of May 15, 2026**

### **Education, Training, Abilities and Experience:**

- High School diploma or equivalent
- Must possess necessary janitorial skills and knowledge
- Ability to perform outlined tasks with minimal supervision
- Familiar with cleaning supplies and equipment
- Ability to maintain confidentiality in all aspects of the job
- Must have the ability to multi-task, organize, and meet deadlines
- The ability to successfully complete a criminal history and background check

### **Primary Duties and Responsibilities:**

- Assist in keeping the school building, including restrooms and hallways, clean throughout the day
- Inspects and cleans walls for markings
- Empty trash cans in public areas, vacuum all floors in public and office areas, and clean office doors and windows during the work week. Vacuuming should be performed early in public areas or as late as possible to avoid disruptions.
- Mops bathrooms and entrance floors during the work week.
- Performs monthly, semiannual, or annual janitorial duties and projects as directed
- Secures and stores all cleaning supplies and equipment after completion of cleaning
- Upon requests of individual offices; empty trashcans, vacuum floors, dust, clean windowsills, and water plants
- Maintains all cleaning equipment in a safe and working order
- Help with a variety of installation, repair, and renovation to buildings including but not limited to electrical fixtures and switches, and semi-skilled tasks in construction, repair, and maintenance of wooden structures and articles
- Installation, repair, and renovation of some equipment including metal and wood equipment, electrical appliances, valves, sinks, and commodes.
- Removal of snow and ice from roadways, parking lot ramps and walkways
- Moving and transporting furniture books misc. items from buildings
- Be responsible for all equipment, vehicles, tools and other equipment

- Work with summer staff in stripping and waxing of all school floors, and cleaning walls and ceilings.
- Assist other areas related to the overall maintenance of the system when assigned
- Keeps lobby and reception area neat and orderly
- Be on call for emergencies that arise
- Performs other duties as requested by the Principal

**Physical Demands:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand, climb stairs, balance, stoop, kneel, walk, lift, be exposed to chemicals, dust, dirt, and bacteria. The employee must frequently lift and or move up to 50 pounds.

**Current Wage: Competitive.**

To apply, please send a resume and cover letter to:

Emily Girten

307 S. Church Street, Morganfield, KY 42437

[egirten@johnpauliicatholicschool.org](mailto:egirten@johnpauliicatholicschool.org)