



Custodial Services Technician

Most Blessed Sacrament (MBS) Catholic School located in Berlin; Maryland is seeking a qualified individual to fill the position of Custodial Services Technician. This employee plays a critical role in maintaining the cleanliness, safety, and functionality of the school facility.

POSITION SUMMARY

The ideal candidate must be able to perform a variety of tasks related to custodial and basic maintenance duties, ensuring that the school environment is conducive to learning and safe for students, staff, and visitors. He/she should be a team player who has a collaborative nature, positive energy, possess prioritization skills and is self-motivated in the completion of their work. This is a full time, year around, position.

PRIMARY ROLE AND RESPONSIBILITIES

- **Cleaning and Sanitizing:** Perform routine cleaning tasks such as sweeping, mopping, vacuuming, dusting, and sanitizing surfaces in classrooms, hallways, offices, restrooms, and other areas of the school.
- **Trash Removal:** Empty trash bins and recycling containers regularly, ensuring proper disposal of waste materials in accordance with school guidelines and regulations.
- **Floor Care:** Maintain cleanliness and appearance of floors by mopping, buffing, waxing, and shampooing carpets as needed.
- **Restroom Maintenance:** Clean and sanitize restroom facilities, replenish supplies such as toilet paper, soap, and paper towels, and report any maintenance issues or damage promptly.
- **Building Maintenance:** Assist with minor repairs and maintenance tasks such as changing light bulbs, fixing leaky faucets, repairing door locks, and other general maintenance duties as assigned.
- **Groundskeeping:** Assist with outdoor maintenance tasks such as snow removal, tree trimming, and maintaining walkways and parking areas are clear and safe.
- **Safety and Security:** Monitor the premises for any safety hazards or security concerns, report suspicious activities, and ensure that emergency exits are always clear and accessible.
- **Equipment Maintenance:** Maintain custodial equipment and tools in good working condition, perform regular inspections, and report any malfunction or need for repair to the supervisor.
- **Compliance:** Adhere to all safety protocols, regulations, and procedures outlined by the school administration, including handling and disposing of hazardous materials properly.
- **Team Collaboration:** Work collaboratively with teachers, administrators, and other school personnel to ensure a clean, safe, and welcoming environment for all.

Qualifications

- High school diploma or equivalent preferred.
- Previous experience in custodial or janitorial work preferred.
- Must be able to pass a background check.
- Knowledge of proper cleaning techniques, equipment operation, and safety procedures.
- Ability to follow oral and written instructions effectively.
- Strong attention to detail and time management skills.
- Physical stamina and ability to lift heavy objects and perform repetitive tasks.
- Positive attitude and willingness to contribute to a team-oriented environment.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of duties, responsibilities, or qualifications. Duties may be added, deleted, or modified at any time at the school administration's discretion.

Interested individuals should send a cover letter and resume to:

dstofa@mbscs.org or

Most Blessed Sacrament Catholic School
Attn: David Stofa, Principal
11242 Racetrack Road
Berlin, MD 21811