

Bishop Stang High School
500 Slocum Road
North Dartmouth, Massachusetts 02747

Job Description for:

Position: Custodian
Date: July 1, 2025
Department: Maintenance
Supervisor: Director of Facilities

Bishop Stang's Mission

Bishop Stang High School is a Catholic, college-preparatory school of 540 students located along the beautiful South Coast of Massachusetts in North Dartmouth, Massachusetts. Employees are called to share the Gospel of Jesus Christ by "making known the goodness of God." We holistically educate a diverse student body in a respectful, nurturing and disciplined environment. Our school family inspires young people to excel in learning and life through growth in faith, integrity, knowledge and service.

Purpose of the Position

The custodian is responsible for the cleaning, upkeep, and repair of the school facility while coordinating these efforts with other members of the custodial staff. The custodian works with the Director of Facilities and administration. and assists with providing or coordinating coverage for rental and weekend activities.

Primary Responsibilities

- Pick up debris from campus grounds each day, and change any exterior trash receptacle liners
- Maintain the athletic fields, (turf and grass) and bleacher building. Complete weed control for each area and groom turf as needed. Clean debris from stands and replace any receptacle liners. Ensure the flag is raised and lowered for home events.
- Clean and sanitize the cafeteria, and any space used for student meals.
- Follow through on requests for maintenance, cleaning from the Director of Facilities
- Works with custodial staff on seasonal cleaning/maintenance projects.
- Assists other maintenance/custodial staff or outside groups using the building(s) for programs, special events or assemblies which may involve performing set-up and tear-down of tables, chairs, Audio-Visual equipment, etc.
- Prepares for school programs, events and assemblies which require occasional scheduling flexibility in order to accommodate these activities.
- Maintains inventory, tools and materials required for grounds, custodial, and maintenance support of the buildings and school and ensures that the necessary equipment and supplies are readily available.
- Demonstrates safety in the workplace follows safety rules and practices safe work habits while utilizing appropriate safety equipment.
- Reports unsafe conditions to the Director of Facilities or the appropriate administrator.
- Responsible for locking and unlocking areas for access to building for use and events

- Perform general custodial duties throughout the main school building, including but not limited to, cleaning restrooms and water fountains, sweeping and mopping hallways and common areas,
- Conduct trash removal, dusting, and cleaning of glass per the schedule set by the Director of Facilities.
- Clean additional areas as needed or directed around special events as instructed by the Director of Facilities. Perform other related maintenance tasks as directed by the Director of Facilities.
- Assure that the building is locked - all exterior and interior doors and secure at all points of entry, including windows at the end of shift.

Employee: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position. I understand that as an organization's needs change, my job description may change.

Employee's signature _____ Date: _____

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor's signature _____ Date: _____