



## *Custodian*

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

The Custodian is primarily responsible for the maintenance and upkeep of the interior of our facilities. It is important for the custodian to exercise care and thoroughness in working, cleaning, and tidying the premises, as well as assisting in the prevention of vandalism. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school.

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Ensuring assigned spaces and/or areas are clean on a regular basis and maintain an excellent appearance by taking out trash, tidying furniture, wiping and dusting surfaces
- Sweeping and mopping floors; vacuuming carpets
- Washing and sanitizing toilets, sinks, showers and restocking disposables (ie paper towels, soap)
- Wipe mirrors and windows
- Maintain outer premises (ie entrances)
- Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks, etc) as directed
- Secure facilities after operating hours by locking doors, closing windows, and setting up the alarm system
- Advising supervisor of any required repairs and/or safety issues in regard to assigned area(s)
- Other duties or responsibilities/projects as may be assigned

### **Minimum Qualifications:**

- High School Diploma or General Education Development (GED) certificate
- 2 years of proven experience as custodian, janitor, or similar role working with minimal supervision and consistently maintaining a high level of performance
- Knowledge of use and maintenance of industrial cleaning supplies, tools and equipment
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity of basic handyman practices
- Strong attention to detail and conscientiousness, with the ability to work efficiently without compromising quality
- Ability to perform the job safely with respect to others, property, and individual safety

### **Physical Requirements:**

- Ability to lift/carry up to 25 pounds regularly, using proper lifting techniques
- Ability to sit, stand, stoop, walk, bend, twist, use hands to finger, reach with hands and arms, kneel, crouch, crawl, climb, twist, push balance, and climb a ladder (or other similar stepping aid) as needed.
- Ability to safely and comfortably travel around our campus as needed
- Ability to operating power equipment, instruments, and equipment as needed
- Ability to read information in printed material and/or on a mobile device/laptop/computer screen

**General Information:**

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- This position is regular, full time non-exempt position
- This position is benefit eligible
- Work hours are typically 8 hours per day, Monday through Friday starting at either 7:00am or 2:00pm, depending on operational requirements. Working overtime and/or weekends may be required as needed.
- This is not a telecommuting position

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**To Apply Online:** Please complete the *Bellarmino Staff/Non-Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org). Please indicate *Custodian* in the subject line of the e-mail.

**To Send by Mail:** Bellarmine College Preparatory  
Attn: Human Resources  
960 West Hedding Street  
San Jose, CA 95126

**Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. \*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.**

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