

## CUSTODIAL MAINTENANCE TECHNICIAN(CMT)



Our Lady of the Lake Catholic School Our Lady of the Lake Catholic School is a member of the Roman Catholic Diocese of Kalamazoo and is affiliated with St. Joseph Catholic Church in St. Joseph and SS. John and Bernard Catholic Churches in Benton Harbor, Michigan.

### Daily Duties and Responsibilities

- Keeps the building and property in clean and orderly condition.
- Performs heavy cleaning duties and snow removal on sidewalks.
- Moves furniture and equipment as needed.
- Sweeps, mops, scrubs, or vacuum floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Strips and waxes floors.
- Cleans and polishes fixtures and furniture.
- Shampoos or steam-cleans carpets and rugs as needed.
- Performs monthly playground inspections.
- Manages inventory of cleaning supplies.
- Performs routine maintenance activities.
- Works with vendors and contractors.
- Utilizes Google forms/sheets to track maintenance needs.
- Notifies principal regarding the need for repairs or additions to building operating systems beyond what the CMT can perform efficiently.

### Custodian Qualifications / Skills:

- Knowledge of standard cleaning methods and procedures
- Ability to stand, walk, and bend for many hours
- Ability to perform repetitive motion for long periods of time
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
- Background in handling, mixing, and using cleaning chemicals
- Knowledge of occupational hazards safety rules
- Communication skills
- Ability to lift heavy objects, climb ladders and work at particular heights
- Basic maintenance knowledge and ability.

### Education and Experience Requirements:

- High school diploma or equivalent
- Basic math skills
- High school courses in shop may be preferred for jobs involving repair work

**Benefits:**

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

**Schedule:**

- 8:00am -5:00pm; one hour lunch break
- Monday to Friday

Job Type: Full-time

Pay: \$16.00 per hour

Work Location: In person

Paid Time Off - Paid time off for full time employees will be 12 sick days, 1 personal day, and 12 paid holidays.

Vacation time earned - One week after a year; 1 day added for each additional year.

Insurance - Full-time employees are eligible for single coverage, zero cost health insurance or a discounted family plan. Dental and Vision are also available at an additional cost.

Interested candidates please submit a letter of interest, resume and references, to: Anna Reed, M. Ed.-Middle/High School Principal, Our Lady of the Lake Catholic School [areed@ollakers.org](mailto:areed@ollakers.org), 269-983-2511. Listed references will not be contacted without the consent of the applicant.

*The Catholic Diocese of Kalamazoo spans 9 counties in southwest Michigan and has 21 Catholic schools educating students in Preschool – Grade 12 in mind, body and spirit. Our schools serve both the faith community and society by educating children to contribute to the common good by becoming active and caring members of the communities, cities, and nation in which they live. Each of our 21 schools is dynamic and distinctive in their own way. They vary in size and are located in both urban and rural areas, but all share the same goal: to prepare students to live lives devoted to Christ through distinctive and dynamic academic experiences and service opportunities.*

