



# LOUISVILLE HIGH SCHOOL

WOMEN WHO SHAPE THE WORLD

## JANITOR

Job Title: Janitor	Classification: Non-exempt
Status: Regular Full-time	Supervisor: Maintenance Supervisor
Updated: August 2024	Department: Facilities

### JOB SUMMARY:

Under the direction of the Maintenance Supervisor, the janitor is responsible for daily cleaning and disinfecting throughout the school.

### ESSENTIAL FUNCTIONS:

- Clean the interior of buildings including floors, carpet, rugs, windows, and walls
- Disinfect commonly used items like desks, door handles, office tools and phones
- Maintain clean and organized storage supply room
- Empty trash and recycling bins daily
- Stock and maintain supply rooms
- Vacuum, sweep and mop floors
- Clean restrooms including urinal and toilets
- Wash and clean windows and mirrors
- Notify supervisors of unsafe conditions
- Dust furniture and fixtures
- Occasionally do laundry including washing and drying
- Restock all dispensers with soap, lotion, toilet paper, sanitizer, and paper towels.
- Follows disinfecting protocols to ensure clean and safe environment

### QUALIFICATIONS:

- Ability to clean and disinfect various surfaces
- Ability to lift and move at least forty pounds
- Ability to stand and walk for 8-hour shifts and perform tasks requiring, bending, stooping, standing, and twisting
- Knowledge of safety guidelines when working with chemical cleaners
- Knowledge of various cleaning products and when to use them
- Excellent time-management skills and ability to be pro-active
- Good communication and organizational skills
- One-year previous janitorial experience *preferred*
- High School diploma or GED *preferred*

*The anticipated hourly rate that the school reasonably expects to pay for this position is between \$18.00 – 20.00 depending on qualifications.*

**About Louisville:** *Founded in 1960, Louisville High School is a Catholic college preparatory high school for young women with a long and proud academic tradition. Louisville seeks faculty and staff who are enthusiastic about ongoing professional learning and engaging students in their development. We offer excellent medical, long-term disability, life and accidental death and dismemberment, and retirement benefits. In addition, we provide eight weeks of paid time off during the summer (regular positions) and at least four weeks paid holiday time throughout the year. To learn more about all the wonderful aspects of the school, please visit our website at [www.louisvillehs.org](http://www.louisvillehs.org).*

*Interested candidates should send their cover letter and resume to [HR@louisvillehs.org](mailto:HR@louisvillehs.org). Please put the job title in the subject line.*

