St. Stephen School
214 Reed Street
Oil City, PA 16301
814-677-3035

Venango Region Catholic School

Title: Janitor with Light Maintenance **Incumbent**: _____

Reports to: Principal **Incumbent Signature** **Date**

_____

Approved by: **Principal**

___ Exempt _X_ Non-Exempt

_____ ___ Full-Time _X_ Part-Time

Revision Date: 9/4/2026

OBJECTIVE:

This position is responsible to perform maintenance to the building and grounds for a clean, safe and functional environment.

I. RESPONSIBILITIES:
The following responsibilities are defined but not limited to:

- Maintain a clean, safe, and welcoming environment throughout the school building.
- Clean classrooms, hallways, stairwells, restrooms, cafeteria, gymnasium, and other school areas.
- Sweep, vacuum, and mop floors as needed.
- Empty trash throughout the building.
- Clean and sanitize restrooms, sinks, toilets, and other high-touch surfaces.
- Clean doors and windows in all entryways.
- Dust and wipe down furniture, surfaces, windowsills, and other areas as needed.
- Clean and maintain the school cafeteria.
- Monitor and replenish restroom and cleaning supplies in janitor closets.
- Report maintenance issues, safety concerns, or needed repairs to the appropriate school administrator.
- Properly use and care for cleaning equipment and supplies.
- Follow all school safety, cleaning, and sanitation procedures.
- Secure the building at the completion of assigned evening or weekend duties, including checking doors and lights as directed.
- Perform occasional additional cleaning or custodial duties as assigned by the school administrator.
- Maintain confidentiality and conduct yourself in a professional and respectful manner.
- Support the mission and Catholic values of St. Stephen School.

II. QUALIFICATIONS:

- Education: H.S. diploma or G.E.D.
- Experience: Previous maintenance history supported by positive References preferred

III. COMPETENCIES:

- Knowledge of general repairs such as changing lightbulbs and painting
- Good communication and interpersonal skills
- Time management and organizational skills, while prioritizing multiple tasks
- Ability to follow oral and written instructions
- Ability to work with minimal supervision in an honest and trustworthy manner
- Demonstrate an awareness of job safety at all times.

IV. PHYSICAL REQUIREMENTS:

- Must possess adequate physical strength and health enabling repetitive activity such as bending, reaching, standing, kneeling, crawling and climbing.
- Must be able to lift 50 pounds

V. SALARY AND BENEFITS:

- Hourly rate: $15.00 – $17.50, depending on experience

Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract and am considered an "at will" employee with Venango Region Catholic School.

Employee Signature: _____

Employee Name (Printed): _____

Date: _____