

Custodial & Maintenance Director

Bishop Neumann



Reports to: CAO – Bishop Neuman

Date: March 2026

JOB SUMMARY:

This position is responsible for the performance of basic custodial, maintenance, and repair functions for Bishop Neumann Jr/Sr High School. This includes, but is not limited to, leading the custodial/maintenance staff for the efficient attention to building cleanliness, minor building and equipment repairs, custodial activities, and basic needs associated with the upkeep of the grounds.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATION

- Schedule and execute cleaning of all building areas, maintaining flexibility as needed
 - Duties include, but are not limited to: daily restroom cleaning; sweeping and mopping corridors; emptying trash and recycling receptacles; vacuuming; dusting; window cleaning; cafeteria cleanup; and maintenance of gym floors and bleachers, etc.
 - Follow established daily, weekly, and monthly cleaning schedules
- Ensure the overall cleanliness, safety, and readiness of facilities for students, staff, and guests
- Perform minor repairs to building systems and equipment, as able, including:
 - Replacing light bulbs and filters; repairing doors, windows, furniture, and locks
 - Painting and completing touch-ups as needed
- Identify and report potential safety hazards and complete required safety assessments
- Coordinate setup and teardown for special events and programs
- Maintain school grounds, including removal of leaves, branches, trash, debris, and snow
- Assist with moving equipment and furniture as needed
- Serve as a contributing member of the Facilities Committee, supporting the upkeep and long-term improvement of the school
- Maintain accurate facilities and cleaning logs, documenting maintenance and service of key equipment
- Perform other duties as assigned

CREDENTIALS AND EXPERIENCE

The incumbent should have a high school diploma or equivalent; a valid driver's license for the state of Nebraska is required. Knowledge of a wide-range of maintenance function is desired – ranging from mechanical repair to basic construction skills. Knowledge of grounds and maintenance equipment is desired. The incumbent is in frequent contact with staff, faculty, students, and the public and should possess appropriate interpersonal skills. Must be able to take direction, work with team members, and be flexible in last minute change of assignments.

TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be able to stoop, sit, stand, push, pull, and stretch
- Able to lift, carry, push, or pull 20-50 lbs. occasionally, and up to 10-20 lbs. frequently.
- Most of the work is inside the building but will occasionally deal with outside elements.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

