

**St. Lawrence Seminary**  
**SUMMER CLEANING JOB DESCRIPTION**

---

**Department: Environmental Services**

**Date: March 15, 2018**

---

**JOB SUMMARY:**

Performs general housekeeping/custodial duties. Help clean classrooms, dormitories, offices, bathrooms, locker rooms, gymnasium, stairways, lunchroom, recreation rooms, storage areas, etc.

**MAJOR TASKS, DUTIES, and RESPONSIBILITIES:**

- Performs cleaning and janitorial duties.
- Clean ceilings, walls, light fixtures, windows, drapes, books and shelves, desks, office equipment, etc.
- Cleaning of bathroom, including toilets and urinals.
- Wash lockers, beds and furniture.
- Floor care - scrubbing, stripping, finishing, burnishing and carpet cleaning.
- Move furniture.
- Occasional raking, and/or weeding may be assigned.

**ADDITIONAL RESPONSIBILITIES:**

Performs related duties as required. Always wear protective equipment when needed.

**HOURS:**

6:30 am. – 4:00 pm. (Monday thru Thursday)

6:30 am. – 10:30 am. (Friday)

**QUALIFICATIONS:**

- Self motivated, conscientious worker
- Expected to climb 6, 8 and 10 foot ladders.

- Physically able to lift up to 50 pounds, bend, stoop, reach and climb 6', 8,' and 10 foot ladders.

**For our revised wage scale and an application:** please contact Mary Bink at 920-753-7524 or [mbink@stlawrence.edu](mailto:mbink@stlawrence.edu) (please include your name, address and phone number in the e-mail.)