



Facilities Custodial Associate
Full-time Non-Exempt Position
10:00 AM – 6:00 PM

The evening Facilities Custodial Associate is responsible for proper stewardship of the school's buildings, equipment, and grounds. This position reports to the Facilities Supervisor.

Custodial Responsibilities:

- Performs routine custodial duties, including dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies: clean debris and waste from clogged drains and toilets.
- Vacuum and spot-wash carpets as needed.
- Clean and wax floors. Operate mechanical cleaners, polishers, or other floor care equipment.
- Dust all surfaces and clean the wall air intakes, outlets, light fixtures, sills, and ledges. Change air filters and cleaning vents.
- Wash windows. Remove fingerprints and clean partition glass and doors.
- Empty trash receptacles, dispose of trash into compactors and dumpsters, and bag trash for proper disposal. Remove recyclable material and garbage from receptacles and keep receptacles clean and odor-free.
- Ensure proper care in the use and maintenance of equipment and supplies. Promote continuous improvement of workplace safety and environmental practices.
- Secure all doors, windows, and exterior doors. Turn off any lights left on in the classroom, gym, and hallways.
- May assist or perform minor maintenance, such as replacing light bulbs, adjusting furniture, and other similar activities and light groundwork.
- Assist in squeegeeing/mopping up liquids and drinks spills in the area.
- Organize and maintain inventories of all paper, cleaning supplies, storage, and equipment areas.
- Perform cleaning functions specific to the assigned facilities based on seasonal/project requirements.
- Perform routine maintenance to custodial equipment and supplies.
- Secure front gate upon exit.
- Other Duties as Assigned by Supervisor/Manager

Requirements

- Must support the Mission Statement of Archbishop Murphy High School.
- Must have a high school diploma or equivalent.
- Must complete a pre-employment criminal background check and a 45-minute online sexual harassment (Virtus) Training.

Salary Range:(\$48,000-\$52,000) Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills, and prior relevant experience, degrees, and certifications.

Benefits: Benefits: A comprehensive package includes two medical plan options, dental, vision, life, accidental death and disability, long-term disability, pension, 403(b), HSA, and generous sick leave, vacation, and holidays.

Application Process: To apply, complete the Seattle Archdiocese Employment Application on the Seattle Archdiocese website: <https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1>

After completion of the above online application, submit a cover letter and resume with acknowledgment of the application's completion to:

Samantha Morales, HR Manager, smorales@am-hs.org

Archbishop Murphy High School

12911 39th Ave SE

Everett, WA 98208

Our Mission

Archbishop Thomas J. Murphy High School is a Catholic college preparatory school that welcomes students of all faiths. True to the spirit of the Gospel, Archbishop Murphy High School nurtures the full development of the gifts God has given to each student, fosters service as an outgrowth of faith, and values diversity. Working with parents as partners in this educational ministry, we strive for academic excellence, spiritual enrichment, and Christ-like leadership for the transformation of the world.

Located in south Everett, Washington, Archbishop Murphy High School is a private Catholic high school known for its faith-filled community, academic excellence focusing on college preparation, active student involvement through Christian service, exceptional athletic programs, and various performing arts programs, clubs, and activities. We offer a safe, supportive environment with small class sizes and individual attention.

Archbishop Murphy High School does not discriminate in its employment decisions or practices based on gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation, or any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs. In keeping with its mission of providing a Catholic education, preference in hiring will be given to practicing Catholics.