

**Diocese of Sacramento**  
**JOB DESCRIPTION**

**PARISH:** St. Joseph, Vacaville

**POSITION:** Custodian/Maintenance Worker

**CLASSIFICATION:** Non-Exempt

**SCHEDULE:** 20 hours/week

**SUPERVISOR:** Business Manager

**Position Content**

**A. MAINTENANCE**

- Performs regular walk-through of buildings and grounds and makes note of any problems (broken items, leaks, cleanliness issues).
- Makes minor repairs to buildings and equipment (church, parish center, rectory). Reports the need for major repairs.
- Monitors regular maintenance needs and maintains timetable of completion, according to warranty/manufacture specifications and safety considerations.
- Maintains inventory of tools and supplies. Coordinates with office manager to ensure necessary items are ordered while considering the parish budget.
- Monitors work of landscapers, pest control, and any other maintenance-related services.
- Monitors use of facilities by ministries and outside groups, ensuring that rooms are left in good condition at the end of meetings and events.
- Ensures facilities are clean and safe for ongoing church activities.

**B. CUSTODIAL**

- Helps to maintain a clean church, parish center, and office, performing tasks such as:
  - Cleaning restrooms
  - Cleaning floors, pews, and windows of church and narthex
  - Dusting sanctuary, altar area, alcoves, chapel.
  - Vacuuming carpeted areas
  - Cleaning floors, dusting shared spaces, and cleaning break room in office
  - Cleaning counters and straightening up working and priest sacristy
  - Emptying trash in sacristies, meeting rooms, office, narthex, etc.
  - Emptying ash trays and trash bins in front of church. Removing any litter from outside areas

- Clearing tables in narthex of unnecessary items; straightening up handouts, tables, envelopes, etc.
- Checks parish center kitchen weekly and/or after any major events for overall cleanliness; wipes down counters, checks refrigerator and freezer for outdated or unmarked foods, attends to routine cleanliness, takes dirty towels to rectory for washing; mops kitchen floor monthly or as requested.
- Stocks rooms with extra trash bags, ensures broom, vacuum and other supplies are available for use by others.
- Maintains supplies in janitor room in hall & in kitchen. Notifies business manager when supplies need to be ordered.

**C. OTHER**

- Assists in keeping exits and fire alarms unblocked—Narthex, Meeting Room & Center.
- Assists with setting up and cleaning up rooms & moving chairs, tables, supplies & equipment, as requested.
- Assists liturgy team with decorating church for major celebrations.
- Reports any problems, safety concerns, fire hazards, etc. to office.
- Completes any paperwork, training, etc. as requested by the office.
- Collaborates with other staff on work related activities.
- Any task related to the job that the pastor/parochial administrator may request.

**Skills / Knowledge:** Understands use and care of tools, equipment, and cleaning materials. Performs work according to safety procedures. The ability to perform heavy physical labor with the exposure to climate and temperature changes. Has the ability to work cooperatively with others and follow oral and written directions; ability to follow a work schedule. Must have the ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Serve in a manner consistent with the mission of the Catholic Church.

I understand and agree to the job description provided.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_