

JOB DESCRIPTION

PARISH: St. Ignatius, Sacramento	POSITION STATUS: Part-time
POSITION: Custodian	SCHEDULE: Saturdays and Sundays 10-12 hours per week
CATEGORY: Non-Exempt	

SUPERVISOR: Fr. Charles J. Tilley, S.J.

JOB SUMMARY: Provides custodial services to the parish facility to ensure a clean and safe environment.

ESSENTIAL FUNCTIONS:

1. Maintain cleanliness of site.
 - o Sanitize the Church between Masses on Sunday (6:30 am- 1:30 pm).
 - o Sanitize the Church between sacraments 9am-3 pm (or as needed)
 - o Working from a prepared schedule sweep, scrub, wax, or polish concrete, linoleum, tile and wood floors and vacuum rugs and carpets in offices, gymnasiums, hallways, ramps and stairways.
 - o Cleans and dusts walls, furniture, woodwork, and other equipment.
 - o Pick up refuse on grounds and sweep walks and entrances.
 - Empty and clean waste containers.
 - o Wash, scrub, and disinfect restrooms.
 - o Clean windows, door glass..
 - o Clean and polish metal work such as door panels and hand railings.
2. Perform various duties as needs occur, frequency can vary from frequently to occasionally.
 - o Light and turn off room heaters and hot water heaters.
 - o Move or rearrange chairs, tables, desks, furniture, and other equipment.
 - o Replace light globes.
 - o Make minor repairs and adjustments to furniture.
 - o Maintain equipment used in the course of work.
 - o Report safety, sanitary, and fire hazards..
3. Perform other duties as required

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: No experience required.

Skills / Knowledge: Working knowledge of modern cleaning methods; understands use and care of cleaning materials and equipment. The ability to perform heavy physical labor with the exposure to climate and temperatures 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 and School.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE