

## **Saint Clare Parish Job Description**

**POSITION: Custodian Worker**

**CATEGORY: Non exempt RANGE: Full Time, 35 hours per week**

**REPORTS TO: Maintenance & Janitorial Supervisor**

### **SCHEDULE:**

**The Custodian Worker will have normal working hours on Monday, Tuesday, Wednesday, Saturday, and Sunday in order to accommodate for the needs of facilities and liturgy.**

**SUPERVISOR: Maintenance & Janitorial Supervisor**

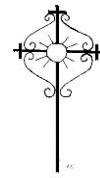
### **ESSENTIAL FUNCTIONS:**

Under the oversight of the Maintenance & Janitorial Supervisor, to perform routine cleaning and janitorial work without direct supervision and to perform directed light maintenance work in parish buildings and grounds. As directed, will set up or help set up furniture and equipment for parish events and meetings as well as store equipment and furniture not needed.

To promptly clean up any spills and clearly mark, identify and report any hazards.

### **Tasks and assigned duties:**

- Maintain cleanliness of parish facility
  - Follow a set schedule of cleaning areas as assigned
  - Respond to current needs as required
  - Cleaning of Bathrooms, Church, Hall, Offices, Meeting Rooms, Landscape, Rectory (as needed)
  - Proper usage and storage of custodial equipment
- Maintain safe environment for staff and parishioners
  - Clean spills
  - Fix hazards
  - Identify danger areas
  - Communicate problems
- Maintain parish facilities as directed
- Maintain files and records in good order
- Set up furniture and equipment for functions
  - Church events, meetings, hall and kitchen, narthex, offices, and property
- Safety



- Ability to read, receive and understand hazardous material warnings and procedures
- Ability to use proper tools & equipment accordingly
- Understand and communicate proper handling procedures
- Use safe lifting methods
- Use safe climbing practices and proper use of ladder and other equipment
- Must be able to accomplish independent entry and exit of facilities with use of entry codes for alarms and keys
- Must be able to accomplish routine duties independently
- Other duties as may be required

**Examples of Tasks:**

Sweep, vacuum, scrub, wax, or polish a variety of surfaces in and around the parish physical plant; maintain all internal and external electrical, plumbing, heating and air conditioning equipment; pick up refuse on grounds; wash, scrub and disinfect restrooms; empty and clean waste receptacles; move or rearrange chairs, tables, desks, furniture, and other equipment; replace light globes; make minor repairs; maintain equipment used in the course of work; report safety, sanitary and fire hazards; cut and trim grass and shrubs; cut, trim, and irrigate parish vegetation.

**Minimum Qualifications:**

Knowledge of: Modern cleaning and maintenance methods and use and care of cleaning materials and equipment. Ability to: Use cleaning materials with skill and efficiency; perform heavy physical labor; lift and carry 100 pounds; follow a work schedule and oral and written directions; maintain confidentiality; work cooperatively with others.

**Experience:** At least 3 years janitorial or custodial experience required.

**Education:** Eighth grade graduation or equivalent. Ability to read and write English.