

JOB DESCRIPTION

PARISH: St Clare

POSITION STATUS: Full Time

POSITION: Lead Custodian

SCHEDULE: 5 Days a Week, 30 Hours

CATEGORY: Non-Exempt

PAY RATE: \$23-25/Hour

SUPERVISOR: Facilities Manager

JOB SUMMARY: This position is responsible for opening and closing the designated areas of the parish for events. In addition, this position is responsible for providing and overseeing routine cleaning and maintenance of the parish and its grounds. It is the objective of the Lead Custodian to ensure the facility is a clean and safe environment.

ESSENTIAL FUNCTIONS:

1. Maintain cleanliness of site.
 - Create a schedule for yourself and custodian staff that is reviewed by the Facilities Manager.
 - Clean, sweep, scrub, or polish concrete, linoleum, tile and floors and vacuum rugs and carpets in offices, classrooms, libraries, auditoriums, dining rooms, hallways and stairways.
 - Cleans, dusts and removes cobwebs on walls, furniture, woodwork, and other equipment.
 - Pick up refuse on grounds when necessary and sweep/blow-off walks and entrances.
 - Empty and clean waste containers including kitchen.
 - Wash, scrub, and disinfect restrooms and kitchens.
 - Inspect all restrooms and sinks for soap, paper towels, toilet paper etc. are replenished.
 - Clean windows, door glass, and drinking fountains.
 - Inventory all supplies needed and provide to Facilities Manager
2. Perform various duties as needs occur, frequency can vary from frequently to occasionally.
 - Move or rearrange chairs, tables, desks, furniture, and other equipment.
 - Assist visitors and/or staff in setting up rooms and A/V equipment to accommodate events.
 - Assist Pastor in setting up statues/displays and banners in church.
 - Make minor repairs and adjustments to furniture and other building items.
 - Notify Facilities Manager of repairs needed on doors, lighting, plumbing and electrical etc.
 - Utilize and manage storage spaces efficiently.
 - Report safety, sanitary, and fire hazards.
 - Remove any tree limbs or other items that present a hazard on the property.
 - Report any watering irregularities in grass, shrubs and trees.
3. Perform other duties as required

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent.

Experience: Minimum 3 years 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 up to 40lbs with the exposure to climate and temperatures changes and perform tasks that require climbing a ladder. 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