

JOB DESCRIPTION

PARISH: St Clare Catholic Church

POSITION STATUS: Full Time

POSITION: Lead Custodian

SCHEDULE: 5 Days a Week, 40 Hours

CATEGORY: Non-Exempt

PAY RATE: \$24-28/Hour

SUPERVISOR: Business Manager

JOB SUMMARY: This position is responsible for opening, closing and securing the designated areas of the parish for events and other activities. 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, functional and safe environment.

ESSENTIAL FUNCTIONS:

1. Maintain cleanliness of site.
 - Create a schedule for yourself and custodian staff to adequately cover the entire facility 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. and replenish.
 - Clean windows, door glass, and drinking fountains.
 - Inventory all supplies needed and place an order with the current vendor.
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 facility related items.
 - Schedule repairs as needed on lighting, plumbing and electrical etc. with vendor.
 - Utilize and manage storage spaces efficiently.
 - Report/correct 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 to landscape service.
3. Perform other duties as required and alternate Friday/Saturday workday when needed.

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/chemicals 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. Understands or experienced with HVAC systems, electrical, plumbing and fire control systems. 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.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE