

JOB DESCRIPTION

PARISH: St Clare Catholic Church

POSITION STATUS: Part Time

POSITION: Janitor

SCHEDULE: 5 Days a Week 30 Hours

CATEGORY: Non-Exempt

PAY RATE: \$21-23 Hour

SUPERVISOR: Facilities Manager

JOB SUMMARY: Provides custodial services to maintain a clean and safe facility.

ESSENTIAL FUNCTIONS:

1. Maintain cleanliness of site.
 - Working from a prepared schedule sweep, scrub, wax, or polish concrete, linoleum, tile and floors and vacuum rugs and carpets in offices, rooms, classrooms, gymnasiums, libraries, recreation rooms, auditoriums, dining rooms, cafeterias, hallways, ramps and stairways.
 - Cleans and dusts furniture, woodwork, and other equipment, remove cobwebs on walls.
 - Pick up refuse on grounds when necessary and sweep/blow-off walks and entrances.
 - Empty and clean waste containers.
 - Wash, scrub, and disinfect restrooms and kitchens.
 - Clean windows, door glass, and drinking fountains.
 - Clean and polish metal work such as door panels and hand railings.
2. Perform various other duties as needs occur, frequency can vary from frequently to occasionally.
Examples:
 - Set up facilities as needed for parish events/ministries.
 - Move/rearrange chairs, tables, desks, furniture, and other equipment.
 - Replace light bulbs/lamps.
 - Make minor repairs as needed.
 - Maintain equipment used in the course of work.
 - Report safety, sanitary, and fire hazards.
3. Must be able to accomplish routine duties independently and perform other duties as required
4. Must be able to read and understand hazardous material warnings and procedures.

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: Experience preferred.

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 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.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE