

JOB DESCRIPTION

Diocese of Orange, Saint Columban Church, Garden Grove

Date Prepared: December 8, 2021

Date Issued: December 15, 2021

Date Revised:

Approved By: Msgr. Tuan Pham

Approved By:

POSITION TITLE: Parish Custodian- Part time

JOB CLASSIFICATION: non-exempt.

DEPARTMENT: Housekeeping

REPORTS TO: Business Manager

SUPERVISORY RESPONSIBILITY:

N/A

INTERNAL/EXTERNAL CONTACTS: Parish Staff and volunteers, committee members, diocesan staff and offices, extended Catholic communities and organizations.

SUMMARY OVERVIEW:

We are looking for a proactive, efficient parish custodian who possesses an understanding of proper cleaning methods and a respect for the religious and cultural beliefs of others. The church custodian will ensure that all publicly accessible areas of the church are clean and ready for other staff members and the congregation to use.

You should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

(List in order of importance and amount of time spent performing duties.)

1. Maintaining clean church facilities by performing weekly duties and daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchen, and meeting rooms.
2. Working with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items.
3. Observing proper chemical handling procedures when working with cleaning agents, including wearing gloves, goggles, or masks and following written or verbal instructions.

4. Performing maintenance, such as changing light bulbs and restocking bathrooms, and making repairs.
5. Assisting with event preparations and clean-up.
6. Taking inventory of cleaners and other supplies and submitting requests when items need to be replenished.
7. Interacting with church staff and visitors in a respectful, positive manner.
8. Performs other work related tasks.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

Include only things that are absolutely essential. Include educational requirements, if any.

- High school diploma or equivalent.
- Custodial experience or training may be required.
- Understanding of cleaning techniques and safety procedures.
- Ability to lift up to 50 lbs and pass a background check and pre-employment drug screening.
- Strong communication, comprehension, and interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.
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DESIRED:

Include things that would be a real plus, but not essential (i.e., Bilingual English/Spanish)

- Bilingual in English/ Spanish
- Bilingual in English/ Vietnamese

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical outdoor environment.
Equipment Used:	Basic computer equipment, cell phone, tape measure, golf cart, blower, vacuum.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 50 lbs.

