

# CUSTODIAN

## Holy Trinity Catholic Church

POSITION TITLE:	General Maintenance Custodian
JOB CLASSIFICATION:	Part-Time Non-Exempt
DEPARTMENT/PROGRAM:	Facilities
REPORTS TO:	Business/Facilities Manager
SCHEDULE:	Monday – Thursday & Saturdays, 5 hours/day
PAY RANGE:	\$18.00 - \$21.00 / hour

Based on experience, education and qualifications.

### POSITION SUMMARY:

The General Maintenance Custodian position has the primary responsibility for the cleaning and maintenance of parish facilities and grounds, including landscaping, in such a way as to promote health, safety, and pleasing esthetics. The cleaning services, e.g. trash removal, mopping, vacuuming, restroom cleaning, etc., in the church, chapel, and parish hall. This position also includes the responsibility of set-ups and breakdowns of parish events throughout the year.

### DUTIES AND RESPONSIBILITIES:

- Cleans restrooms, vacuums carpeted areas, and dusts all surfaces in Ministry Center and Church.
- Cleans kitchen sinks, counters, coffee maker, and microwave in Parish Office, Hall Kitchen, and Café kitchen.
- Empties trashcans in public areas; vacuums all floors in public areas, cleans front office doors and windows in church and parish hall.
- Dusts all furniture in public areas, mops kitchen, bathrooms, and front office entrance floors, cleans bathrooms and windowsills in public areas in Parish Office and Parish hall.
- Wipes out the refrigerator, wipes baseboards, dusts blinds, and ceiling corners, vacuums along baseboards and in corners in the Parish Office and church at least once a month.
- Upon request of the occupant of individual offices: empties trashcans, vacuums floors, dusts furniture, cleans windowsills, and mop church floor.
- Performs monthly, semiannual, or annual janitorial duties and projects as directed by the Manager of Facilities and in accordance with maintenance schedules.
- Secures and safely stores all cleaning supplies and equipment after completion of cleaning
- Vacuums as early as possible in public office areas so as to avoid undue noise during telephone conversations and meetings during regular office hours.
- Maintains an OSHA and Parish Maintenance Department-approved supply of furniture polish, Windex, all-purpose cleaners, cloths in a closet accessible to staff members.
- Maintains all cleaning equipment in a safe and working order.
- Uses only approved cleaning products and clothes for computer and electronic equipment.
- Responsible for reviewing the daily calendar of events and placing set-ups and breakdowns.
- Remove debris, leaves, and litter from church grounds.
- Prune shrubs, trees, and hedges to maintain a neat appearance of the church grounds.
- Perform additional duties and responsibilities as assigned.

**POSITION QUALIFICATIONS:**

- Must possess necessary janitorial skills and knowledge.
- Ability to work a flexible schedule.
- Ability to perform outlined tasks with minimal supervision.
- Must have effective organizational and time management skills.
- Familiarity with cleaning/janitorial equipment and supplies and their safe use and storage.
- Ability to work and communicate with a variety of constituents.
- Ability to maintain confidentiality of all office records which may be accessible in individual offices.
- Language proficiency in English

**DESIRED:**

- Language proficiency in Spanish

**WORKING CONDITIONS:**

<b>Typical Working Conditions:</b>	Generally, both indoors and outdoors with exposure to various and extreme weather conditions. Often working around campus which requires walking, standing up and driving parish golf cart if available.
<b>Equipment Used:</b>	Basic computer equipment, walkie talkie, landscape equipment, paint materials, hand tools and power tools, including various cleaning equipment.
<b>Essential Physical Tasks:</b>	Communicate, move, reach, climb ladder, remain stationary, and occasionally carry materials as needed weighing up to 50 lbs. without assistance.

- Position requires at times heavy lifting/moving of approximately 50 lbs and exposure to chemicals, dust, dirt, and bacteria. Safety equipment will be provided when needed.
- The position may require reporting to work before or remain after regular office hours.
- Tasks must be performed according to the time frame provided.
- If interested, please contact Daniel Catania @ dcatania@holytrinityladera.org or call 949.981.4552