

## CUSTODIAN

### POSITION SUMMARY:

The General Maintenance Custodian position has the primary responsibility for the cleaning and maintenance of parish facilities and grounds 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 Ministry Center and at times assisting the school. This position also includes the responsibility of set ups and breakdowns of parish events throughout the year.

**REPORTS TO:** Director of Facilities **CLASSIFICATION:** Non-exempt **POSITIONS:** Part-time  
**HOURLY WAGE:** \$19/hr.- \$21

### 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 Ministry Center
- Dusts all furniture in public areas, mops kitchen, bathrooms and front office entrance floors, cleans bathrooms and windowsills in public areas in Parish Office
- Wipes out refrigerator, wipes baseboards, dusts blinds and ceiling corners, vacuums along baseboards and in corners in 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, waters plants.
- Performs monthly, semiannual, or annual janitorial duties and projects as directed by the Director of Facilities and in accordance with maintenance schedules.
- Secures and 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.
- Performs deep cleaning of Ministry Center areas every 6 months.
- Maintains all cleaning equipment in a safe and working order.
- Uses only approved cleaning products and cloths for computer and electronic equipment.
- Responsible for reviewing daily calendar of events and placing set ups and break downs.

### 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 and Spanish

### WORKING CONDITIONS:

- 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 remaining after regular office hours.
- Tasks must be performed according to the time frame provided.