

Custodian/Groundskeeper

Custodian Position Summary: The custodian position provides cleaning services, ex: trash removal, mopping, vacuuming, restroom cleaning etc. in the Church, Social Center and Rectory.

Reports to: Pastor

Duties and responsibilities:

Assists in keeping the Social Center building, including restrooms/hallways clean throughout the day.

Cleans restrooms, vacuums carpeted areas and dusts all surfaces in Church.

Empties trashcans in public areas and rectory porch Mondays/Thursdays.

Performs monthly, semiannual, or annual janitorial duties and projects as directed by the Pastor and in accordance with maintenance schedules.

Secures and stores all cleaning supplies and equipment after completion of cleaning.

Orders all needed supplies for parish maintenance.

Maintains all cleaning equipment in a safe and working order.

Position Qualifications:

Must possess necessary janitorial skills and knowledge.

Ability to perform outlined tasks with minimal supervision.

Familiarity with cleaning/janitorial equipment and supplies and their safe use and storage.

Ability to work with a variety of constituents including children.

Ability to maintain confidentiality of all office records which may be accessible in individual offices.

Working Conditions:

Position may require lifting and exposure to chemicals, dust, dirt, and bacteria.

The position may require reporting to work before or remaining after regular office hours.

Hours and salary negotiable. Approx. time: 8am-4pm 3 days a week

Groundskeeper Position Purpose: Keeps the Parish and the rectory grounds clean and attractive to enhance the image of the facility and to provide a suitable environment for staff, parishioners, students and visitors.

Reports to: Pastor

Major Duties and responsibilities:

Collects and removes litter from the grounds on a daily basis.

Maintains grounds performing functions such as pruning and some leaf removal.

Performs preventive maintenance and makes repairs to hand and power equipment used in the performance of duties.

Evaluates grounds and recommends changes for their improvement.

Secondary Functions:

Provides direction to visitors.

Maintains records of equipment cost and usage.

Performs other duties as may be assigned.

Minimum Qualifications:

One year experience required.

Eighth grade graduation or equivalent.