

JOB DESCRIPTION – CUSTODIAN (PART-TIME)

Job Title: **CUSTODIAN (PART-TIME)**
Schedule: Part-time; 30 hours per week (afternoon/evenings)
Location: St. Joseph Catholic Church and School

SUMMARY

Responsible for assisting in the maintenance of the church and school buildings and surrounding grounds through cleaning, janitorial and custodial work helping to maintain an efficient, clean, safe environment for faculty, staff, students and visitors.

CONTEXT

This position is an extension of the Parish's Ministry. The incumbent must have a willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

A Catholic school exists to help fulfill the evangelical/educational mission of Christ's Church. This position helps the school to meet this primary purpose of Catholic education. The incumbent must have a willingness and ability to support the values and principles of the faith through facilitating a learning environment that is positive, affirming, peaceful, growth-oriented, and faith-filled while providing respect for the dignity of all persons within the faith community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Keep all assigned church and school spaces, bathrooms, walls, surfaces and floors clean and tidy through sweeping, mopping, sanitizing, recycling and trash removal throughout the church and school building, using custodial cleaning schedule as a guide.
2. Performs the necessary custodial duties to maintain a clean, safe, secure and orderly facility.
3. Replenish bathroom supplies regularly.
4. Regularly assess maintenance needs and reports any corrections needed to immediate supervisor.
5. Helps with set-up/take-down of tables and chairs as requested.
6. Seasonal maintenance of grounds includes outdoor work (mowing, snow removal, de-icing sidewalks, etc.); summer shifts are day-time hours and involve deep cleaning.
7. Fulfills other responsibilities as identified by supervisor or principal.
8. Attends and/or complete all workshops and training as directed.
9. Complies with policies and duties as outlined in the employee handbook.

GENERAL RESPONSIBILITIES

Maintain a current level of knowledge and skills required to effectively serve in this position.

SUPERVISORY RESPONSIBILITIES

Not responsible for any immediate supervision of employees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required. Employment is subject to satisfactory background check results.

EDUCATION and/or OTHER EXPERIENCE/SKILLS

1. High school diploma or general education degree (GED) or
2. One year of related experience and/or training or
3. Equivalent combination of education and experience.
4. Must complete online Safe Environment training.
5. Must work effectively with supervisor, teachers, parish staff, principal
6. Self-motivated with the ability to follow-through with routine tasks independently.
7. Fosters a positive and inviting climate for learning and working, treating all students, employees, the parish community, visitors, vendors and contractors with dignity and respect.
8. Ability to understand Workplace Hazardous Materials Information System

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals. Ability to communicate effectively and correspond with others.

CERTIFICATES, LICENSES - Possess a valid driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, reach with hands/arms, use hands to feel objects such as tools or controls, talk, and hear. The employees is frequently required to use hands to touch, handle or feel. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move objects up to 20 pounds, frequently lift and/or move objects up to 30 pounds and occasionally lift and/or move objects more than 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a church and school setting with worship space, offices, classrooms, and common areas. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; use of step ladders and elevated places; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate but can be high when using equipment.