

CHURCH OF St. GENEVIEVE

CUSTODIAN

I. POSITION DESCRIPTION

Position Title: Custodian

Reports to: Parish Business Administrator

Receives work direction from: Maintenance and Parish Business Administrator

FLSA: Non-Exempt

Hours worked per week: Part time. Hours per week-up to 15

Schedule: Year-round. Work hours are flexible.

Last Revision: April 26, 2019

II. PURPOSE:

Perform operations, repairs, and maintenance duties necessary to keep the facilities and grounds in a clean and orderly condition in order to provide a safe and healthy environment and assists in the preparation of the facilities for special use.

STATEMENT ON WORKING FOR THE CATHOLIC CHURCH: Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and many times a higher standard of conduct. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee be a Catholic. It is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices.

III. RESPONSIBILITIES:

1. To be on time, present and ready to work for all scheduled hours. This includes recognizing when situations require more effort, seeking approval from Parish Business Administrator to put in more time if needed, satisfying responsibilities in a timely manner, and providing an example of punctuality and attendance.
2. Duties for Parish Community Center, Faith Formation Center, Parish Office and churches:
 - Maintain all restrooms (weekly: PCC, St. John's Church, FFC; St. Gen's Church, Office)
 - Vacuum entryways and main traffic areas (weekly: PCC, St. John's Church, FFC; St. Gen's Church, Office)
 - Wash PCC doors and interior divider windows weekly.
 - Clean Hospitality Hall floor of the PCC weekly (more if event planned during the week).
 - Mop PCC and Fortin Hall kitchens weekly (more if event planned during the week).
 - Vacuum altar areas and chair/pews biweekly (more if event planned during the week).
 - Vacuum Office biweekly.
 - Dust church pews, altar area biweekly.
 - Dust/clean basement of St. Gen's Church biweekly.
 - Gather garbage/recycling for Facilities Maintenance to take to dumpsters at Office.
 - Clean balconies of churches before weddings/funerals/special Masses.
 - Help set up facilities for special events and programs as requested by Facilities Maintenance.
 - Let Facilities Maintenance know of any maintenance situation.
 - Communicate with Facilities Maintenance in a timely fashion when supplies are needed.
 - Check to make sure only the appropriate people are in the building before locking up.

- Check rooms and restrooms to make sure lights are turned off.
- Check all applicable doors in the building to make sure they are locked.
- Take appropriate action to protect against the possibility of vandalism, fire, or other damage.
- Other cleaning duties as assigned.
- Check in weekly with Parish Business Administrator and/or Facilities Maintenance

III. PHYSICAL DEMANDS:

- Good working techniques in lifting, pushing, pulling and other motions are required
- Ability to move tables, chairs, equipment and supplies. Ability to lift 50 pounds
- Be able to operate cleaning equipment such as vacuum and floor machines.
- Able to climb ladders and walk stairs

IV. MENTAL DEMANDS:

- Knowledge of cleaning materials and chemicals, safe use of materials
- Knowledge of safe operating and maintenance of vacuums and floor scrubbers
- Ability to follow supervisor's instructions, and to work independently
- Maintain a positive and helpful attitude at all times
- Ability to read and follow the written instructions of staff and parish group

IV. OTHER DEMANDS:.

- Complete the Essential-3 (background check, Code of Conduct and Virtus Training)
- Pass a physical per Archdiocese guidelines
- View Insurance Videos per insurance guidelines
- Applicants must possess valid driver's license, reliable vehicle and have a minimum of \$100,000/\$300,000 liability insurance.

Please submit a letter of interest and resume by May 15, 2019 to Susie Irlbeck at sirlbeck@stgens.org or 7087 Goiffon Rd Centerville, MN 55038