

# **St Joseph Parish**

## **Job Description: Custodian**

**JOB GOAL:** Established for the purpose/s of maintaining an attractive, sanitary and safe facility for public; providing equipment and furniture arrangements for meetings, activities, and events; and performing repairs and preventive maintenance; and minimizing property damage, loss and liability exposure.

### **QUALIFICATIONS:**

1. High School diploma or equivalent.
2. One year of custodial experience is preferred but not necessary.
3. Possesses the ability to maintain congenial, positive, and productive working relationships with the public.
4. Must be able to pass a background check and complete VIRTUS training.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care. Must be organized, efficient, a problem solver, and able to work unsupervised.

### **PERFORMANCE RESPONSIBILITIES:**

- Vacuums, shampoos and spot clean carpets and furniture; washes windows.
- Removes trash in accordance with established procedures.
- Cleans and disinfects restrooms, kitchen, sacristy, and church.
- Operates power equipment such as carpet cleaner, pressure washer, and hand and power tools.
- Performs preventative maintenance in and around facilities.
- Distributes supplies, equipment (e.g. fill soap dispensers, towel/toilet paper dispensers, furniture, etc.) for the purpose of distributing materials to appropriate locations.
- Providing assistance and information to those who use the facilities.
- Opens and closes facility before and after meetings, Mass, services, weddings, funerals, and Sacristan cleanings
- Secures facilities and grounds (e.g. lock doors, turn off lights, sets alarm, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.
- Removal of snow from sidewalks and around the building where necessary. Salt if needed.
- Set up and tear down tables and chairs for different events during the day, in the evenings, and on weekends.
- Performs other duties as assigned.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 75 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.