



Church of Saint Peter

United and inspired by the Holy Trinity, we are disciples guiding disciples.

Position Description

I. Position Title: Head Custodian

Date: April 11, 2022

- A. **Hours:** 40 hours per week, 12 months per year
- B. **Benefits:** Full Benefits
- C. **FLSA Status:** Non-Exempt
- D. **Reports to:** Business Manager
- E. **Direct Reports:** None
- F. **Receives Work Direction From:** Principal, Pastor, Life Teen Youth Minister, and Faith Formation Coordinator
- G. **Provides Work Direction To:** Custodian and Volunteers
- H. **Resource Person For:** Staff, Parishioners & Volunteers

II. Primary Purpose of this Position

The Head Custodian is to provide maintenance and janitorial service to the parish facility and grounds to keep them in a safe, healthy, and functional condition. The Custodian oversees the physical plant, HVAC system, and safety systems. It is the responsibility of the custodian to complete any cleaning and maintenance needed or warranted in a timely basis that allows the Church and School to function effectively in its mission of evangelization, education, and worship.

III. Church Employment Responsibilities

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals, or laws of the Church, such that can embarrass the Church or give rise to scandal. It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

IV. Representative Responsibilities

- *BE PRESENT WHERE NEEDED, READY TO WORK AS NEEDED TO MEET RESPONSIBILITIES. Includes recognizing when situations require more effort, requesting approval if more time is needed, putting in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of
- *HELP CREATE A PRODUCTIVE AND HARMONIOUS WORK ENVIRONMENT. Promote good morale, adequate communication, and cooperative teamwork
- *Keep the building in good working order
- *Complete minor electrical, carpentry, fixtures, plumbing and other repairs in a timely manner
- *Coordinate professional repair subcontractors, when necessary, after approval from supervisor
- *Maintain up-to-date knowledge of building inspections, and security pertaining to building and occupants

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- *Maintain the air handling systems, heating systems, electrical system and water daily keeping it a safe and efficient manner
- *Maintain and overseeing repairs to any issues in plumbing and lighting systems
- *Maintain cleaning equipment and chemicals and ensure their safe storage and use at all times
- *Assist in scheduling the HVAC system
- *Maintain playground equipment
- *Keep proper logs and records per Catholic Mutual guidelines
- *Use lift properly to change light bulbs in the Church following Catholic Mutual guidelines
- *Unlock the external church doors and chapel doors in the morning
- *Monitor building for safety and security issues
- *Assist with all inspections
- *Assist school with safety drills
- *Acquire knowledge, and where necessary, obtain a license to operate and maintain equipment
- *Keep the garage orderly
- *Keep janitor room and closets clean and organized
- *Apply sand or salt as needed to the sidewalks and walkways to ensure safety
- *Remove snow from sidewalks, entrances, and emergency entrances. This may include weekends and holidays
- *Coordinate recycling of pop cans
- *Keep all emergency doors clear especially in the winter
- *Check and maintain the roof, removing snow off in the winter
- *Coordinate the snow removal in the parking lots and driving lanes
- *Clean the social hall and kitchen especially the floors after school lunch
- *Perform routine tasks on a regular basis necessary to maintain clean, orderly building. These tasks include but are not restricted to
 1. Sweep and mop all hard-surface floors
 2. Dust all open surfaces
 3. Empty trash and recycling containers
 4. Wipe tables
 5. Scrub and waxing floors
 6. Vacuum all carpeted areas
 7. Sanitize all restrooms including toilets and sinks
 8. Clean drinking fountains and other stainless-steel surfaces
 9. Restock all paper and soap dispensers as needed
 10. Clean windows
 11. Sanitize building
 12. Disinfect doorknobs
 13. Kray Vac restrooms monthly
- *Set-up and clean up for parish events including
 1. Put up and take down tables and chairs as needed
 2. Sweep and/or mop floors
 3. Empty trash and recycling containers
 4. Sanitize area before and after use
- *Communicate and work with staff to get summer cleaning completed
- *Communicate and add to Google calendars information needed
- *Keep the pastor and business manager informed
- *Inform Staff of building issues as needed
- *Attend all required meetings
- *Follow all policies and procedures
- *Display a positive and friendly attitude during working hours with staff, guests, and students
- *Order supplies and materials as necessary to maintain and repair facilities
- *Respond to repair requests quickly and with professional manner
- *Order equipment after consultation with supervisor

*Submit any packing slips, order summaries, work orders, etc. pertaining to the physical building to Business Manager.

*Computer Knowledge and Security

1. Maintain effective and secure use of computer including knowledge of current scams
2. Use email address provided by the Church of St. Peter and use strong security passwords
3. Use parish computer when working on parish related items
4. Save and store all work related documents, pictures, and emails on only parish computers

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the pastor.

The responsibilities above preceded by “*” are essential functions of this position.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. **More detailed listings of duties and tasks are outlined in supplemental documents.**

V. POSITION QUALIFICATIONS

- Possess a minimum of one year experience in plant custodial and/or maintenance work
- Demonstrate evidence of good custodial management skills and techniques
- Possess good people and relational skills
- Demonstrate experience with safety regulations and codes
- Experience in use of cleaning materials, procedures for clean up, and disposal of hazardous or biological waste, or will learn within 30 days
- Experience in use of specific tools or implements required for the job, or will learn within 30 days
- Experience in methods and operations of scrubbing, cleaning, small building, and equipment repairs, or will learn within 30 days
- Experience in painting, varnishing, plasterboard repairs, etc, or will learn within 30 days
- Have a current driver’s license and insurance to meet Catholic Mutual requirements
- Maintain a 1st class C engineer license for the boiler
- Knowledgeable of Google calendars
- Successfully complete pre-employment physical as required by employer
- Successfully complete standard Diocesan background checks and motor vehicle checks
- Successfully complete VIRTUS training and maintain all Safe Environment Requirements of the Diocese of New Ulm and The Church of St. Peter

VI. MENTAL DEMANDS

- Be knowledgeable and supportive of the Church of St. Peter Mission and Philosophy
- Be active, knowledgeable, and supportive of the Catholic Faith and witness this to the community
- Work effectively and collegially with others
- Work well with others maintaining a positive and helpful attitude even in chaotic times
- Make decisions in timely manner
- Work without supervision and discern when supervision is needed
- Learn and implement new custodial strategies
- Effectively maintain parish buildings
- Take directions from supervisor and effectively complete new programs, processes, and procedures as directed
- Prioritize duties and tasks, and complete in timely manner
- Keep Pastor and others appropriately informed
- Follow instructions and be able to complete tasks within appropriate timelines

- Plan, organize and meet deadlines
- Deal with interruptions or concurrent activities
- Recognize and maintain confidentiality
- Must keep information confidential and have integrity and honesty
- Communicate effectively with parishioners, staff, pastor, and community
- Solve problem and deal with conflict and adversity
- Maintain up to date knowledge of safe disposal of chemical liquids and other hazardous components

VII. PHYSICAL DEMANDS

- Work 40 hours a week, more if needed, with flex time to meet parish needs
- Climb ladders and motorized lifts, e.g. for washing windows or changing light bulbs
- Physically perform the tasks as required for maintenance and repairs
- Speak, see, hear, and respond appropriately to parishioners & staff at all times
- Move around for long periods of time
- Stand, bend, stretch, kneel, or squat for long periods of time
- Lift and carry up to 50 pounds, using proper lifting and carrying techniques
- Drive a motor vehicle

VIII. Signatures

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as an organization’s needs change, my job description will change.

Signature of Employee

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature of Employer

Date