



**Job Title:** Custodian/Maintenance  
**Department:** Maintenance - Campus  
**Reports to:** Supervisor, Facilities and Maintenance  
**Position:** FT  PT

**Primary Functions:** The Custodian position is vital to maintain the overall cleanliness of the buildings on the Parish Campus and to assist the Maintenance staff in other duties ranging from setup/breakdown of furniture for events and simple maintenance tasks.

**Daily Assigned Tasks:** Each day you will be assigned tasks to assist in keeping the building you are scheduled to work in clean throughout the shift. Responsible for any setup/cleanup duties pertaining to any events scheduled to take place on the Parish Campus and assist with light maintenance duties.

Examples of Daily Tasks include but are not limited to:

- Clean all fixtures in restrooms; replace and refill products in bathrooms and common areas.
- Sweep and mop non-carpeted floors, vacuum all carpeted flooring and empty/remove trash/recycling to the appropriate dumpsters.
- Secure and store all cleaning supplies and equipment after completion of daily tasks; Ensure all cleaning equipment is in a safe, secure location and it is in working order.
- Set up and clean-up from events and programs School, Church and Ministry Center.
- Unlock/lock all doors before/after events and programs
- Responsible for snow removal, lite gardening and trash pickup as assigned.

Other duties as directed by supervisor

**Schedule:** 25-30 hours a week.

**Salary:** Hourly position starting at minimum wage, commensurate with experience.

**Qualifications/ Required Skills:** Excellent communication skills (verbal and written.) Team Player. Physically able to perform the duties assigned. Ability to work second and third shifts.

**Education:** High School Diploma or GED preferred

**Experience:** Minimum 5 years custodial experience. Basic knowledge and experience with electrical (e.g. replacing outlets, fluorescent and LED bulbs, ballast, light fixtures) and plumbing (e.g. replacing valves, faucets.) Operation of snow removal equipment.

**Ergonomic Requirements:** The functions of this position usually are performed sitting, standing, stooping, kneeling, bending, crouching, heavy lifting (50 lb. minimum), walking, carrying and other movements. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above; ability to conduct essential duties of the position with or without accommodations.

Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the Parish.

Last Updated: 3/10/2023