

Custodian/Groundskeeper

Year-Round Full-Time Position

Employee:

JOB SUMMARY:

Performs necessary custodial duties and minor repairs within the church and school buildings. Assists in sanitation control and checks safety hazards. Helps maintain grounds for church and school.

ESSENTIAL FUNCTIONS:

1. Performs cleaning and janitorial duties daily throughout the school and church.
2. Sets up and takes down tables in cafeteria for student lunches / washes gym floor.
3. Performs limited grounds maintenance, including snow removal, as needed throughout the year, at all school and church entryways and Rectory sidewalks.
4. Reports needs for major repairs to Parish Administrator.
6. May open/close facility; Lock/unlock doors, turns on/off lights, and prepares church and school for the day.
7. Checks bathrooms and cleans as necessary per cleaning schedule.
8. Vacuums church and school entrances, classrooms and meeting spaces as needed. Cleans gym and tile floors as needed.
9. Provides general cleaning of kitchen area including disinfecting counters and washing floors as needed during the week.
10. Removes trash and recycling material removal during shift hours for both church and school.
11. Works with school and parish staff to properly prepare and set-up for events, funerals, etc.
12. Other duties deemed necessary by the Pastor, Parish Administrator to ensure our facility is in a condition to best serve our staff, students, and parishioners.
13. Performs grounds maintenance (grass cutting, shrub trimming, care of athletic fields) as needed

WORK SCHEDULE:

- Employee will work a set schedule of 15-20 hours per week. Additional and different hours are necessary at various times of the year. Summer hours may vary and are determined by the Pastor and/or Parish Administrator.
- Employee is entitled to all benefits as outlined in our Employee Handbook under the classification of Part-Time Year Round employment

POSITION REQUIREMENTS:

- Punctual, conscientious, and reliable
- Courteous manner with staff and parishioners
- Knowledge of proper sanitation and safety procedures related to this facility
- Ability to lift up to 40 pounds and operate/maintain necessary equipment
- Performs all duties detailed above at an acceptable level of competency