



St. Joseph Catholic Church

Parish Custodian

Accountability:	Reports to Facilities Supervisor
FLSA Status:	Non-Exempt, Hourly
Hours:	Full-time / 40 hours per week. (Sunday - Thursday, other days as needed) Part-time / 19 hours per week. (Nights and weekends)
General Summary:	To work on a Facilities Team maintaining the parish buildings and grounds. Provide a clean and welcoming environment for our parish/school.

Principle Duties and Responsibilities:

- Clean Church Worship space, Sacristy, Sanctuary, Vestibule and Bathrooms daily or as needed (vacuum, pick up papers, straighten books, mop/clean floors, trash removal and dust). Additional cleaning may be required for other parish functions.
- Cleans Parish Offices, Reception area and Bathrooms weekly (vacuum, dust, trash removal and bathrooms).
- Check Baptismal Font: check water levels and water clarity.
- Clean areas around the Emmaus Room and Activity Center including all bathrooms.
- Clean windows in all parish buildings.
- Trash removal to dumpster.
- Cleans Church basement twice weekly (Monday PM or Tuesday AM).
- Set up for Quilters each Tuesday (or Monday evenings) in parish basement before 9:30 AM.
- Make sure all bathrooms are stocked accordingly (toilet paper, paper towels, soap, etc.).
- Assist in parish hall rentals and parish events (including meeting with potential renters, set up, clean up, take down of table and chairs, bathrooms, floor maintenance and trash removal).
- Provide cleaning services to the school / preschool ministries as directed by the Principal. To include all entrances, classrooms, floors and bathrooms.
- Provide cleaning to Faith Formation as directed by Faith Formation Director. To include all entrances, classrooms, floors and bathrooms.
- Active participation in summer cleaning projects.
- Make sure kitchen is cleaned after rentals. Work with Food Service Supervisor as needed.
- Ensure that all cleaning and janitorial supply inventory is maintained for the parish. Requesting supplies as needed.
- Shovel snow as required.
- Assist with set-up, take-down and cleaning for funeral lunches and other parish/school functions.
- Work with volunteers as needed.
- Other tasks as needed/requested.
- Check email and parish calendar daily for items requiring attention. Maintain task master list as required.
- Parish lock down responsibilities.
- Maintenance tasks as needed/requested.

Knowledge, Skills and Abilities:

1. Must have good interpersonal skills and familiarity with the Church as an organization. Must work effectively with and collaborate with the Pastor, parishioners, parish staff, musicians, and parish committees/commissions.
2. Is self-motivated and willing to serve. Positive attitude.
3. Must be able to work independently without direct supervision.
4. Ability to execute projects systematically.
5. Good craftsmanship.
6. Minimum 2 years' experience with a variety of maintenance tools, equipment and procedures.
7. Proficient in computer applications using Word, Excel, Outlook, Publisher, etc.
8. Good organizational and communication skills.
9. High School Diploma with training in maintenance of buildings.
10. Diocesan employment requirements must be met.
11. Ability to safely lift 70 lbs. Must be able to bend, stoop, squat, reach and climb ladders.
12. Practicing Catholic preferred.

The above statements describe the general nature and level of work of the position. These are not an exhaustive list of all responsibilities, duties and skills. While employees are asked to serve in a variety of roles, each employee's duties and responsibilities are primarily religious. An employee must exemplify the moral teachings of the Catholic Church. An employee must not teach, advocate, model or in any way encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.

Employee Signature

Date

Supervisor Signature

Date