

PARISH: St Joseph

POSITION TITLE: *Custodian*

NAME: Open

REPORTS TO: Facility Manager

DATE: December 1, 2009

GRADE:

I. POSITION PURPOSE

Provide cleaning, facility hosting support, and security for the parish buildings and grounds.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assures the church and parish center are maintained in a clean and orderly manner including dust mopping and/or vacuuming floors, cleaning bathrooms, and washing windows. Ensures rooms are prepared for their next use. Specific tasks are defined in the facility maintenance schedule.
- B. Assists in keeping sidewalks and grounds clean and obstacle free.
- C. Provides other general assistance as needed through setting up the chairs, tables in the parish facilities as requested, hauling moving items and picking up parts or other equipment as requested by staff.
- D. Assures the collection and disposal of garbage, recycling and compost.
- E. Acts as host for events using parish facilities during regularly scheduled work shifts. As host would orient users to location of chairs, tables, cleaning supplies; orient users to waste systems; supervise event cleanup.
- F. Ensures buildings are secure at the end of work shift.
- G. Maintains a level of knowledge and skills required to function as a Custodian. This is accomplished through reading appropriate materials and attending appropriate workshops or participating in other training opportunities.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____