

JOB DESCRIPTION

POSITION NAME: Custodian	PARISH: St Mary's Catholic Church Mt Angel
REPORTS TO: Cemetery Manager or Facilities Manger	EFFECTIVE DATE: Immediately
CLASSIFICATION: Full Time with Benefits <i>Could be split part-time with no benefits</i>	APPROVED:

GENERAL STATEMENT OF DUTIES:

Working under the Manager of Facilities / Cemetery Manager assists with maintaining the buildings and property of the parish/cemetery, ensuring that all facilities are in working order.

Cleans the buildings and property of the parish. Assists with janitorial responsibilities and other upkeep as needed.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Ensures that the parish and associated property is maintained in a clean and orderly manner.
 - a. Vacuums, dusts, mops and waxes floors.
 - b. Cleans bathrooms and washes windows.
 - c. Cleans classrooms and parish offices.
 - d. Replaces light bulbs as necessary.
 - f. Keeps janitorial closets and cupboards clean, orderly, and locked always.
2. Maintains grounds in a clean, safe manner.
 - a. Keeps driveway(s) and sidewalk(s) clean of snow and ice.
 - b. Weeds, prunes and rakes as necessary.
 - c. Maintains grounds in safe and clean manner.
3. Collects and disposes of trash.
4. Performs minor maintenance on parish, such as light carpentry work and minor repair work, as needed.
5. Secures premises upon completion of work.
6. Assists an inventory of lighting, cleaning, and maintenance supplies.
7. Sets up rooms for special functions such as Mass and/or assemblies.
8. Maintains confidentiality.
9. Handles other duties as assigned.

JOB SCOPE: Position encounters recurring work situations with occasional variations from the norm with a moderate degree of complexity. Maintenance Worker operates from established and well-known procedures and determines own practices and procedures, operating independently with minimal supervision.

COMMUNICATION/CLIENT CONTACT: Contacts are normally made with others both inside and outside the parish/school. Contacts are usually made at supervisor's request and frequently contain confidential/sensitive matters.

SPECIFIC JOB SKILLS: Excellent organizational and communications skills. Excellent verbal and written communication skills. High level of accuracy and attention to detail. Problem-solving, discretion, and interpersonal skills needed. Teamwork is required. Ability to honor and maintain confidentiality. Ability to work flexible hours as necessary.

EDUCATION AND/OR EXPERIENCE: some experience in custodial, building and grounds maintenance preferred. Considerable knowledge of plumbing and electrical systems in a public facility as well as heating and HVAC systems. Proficient in use and care of custodial equipment and supplies. Familiar with OSHA safety requirements relating to parish buildings and grounds to include the storage and use of hazardous materials.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet. Lifts and moves items up to 50 pounds.

JOB CONDITION: Work is performed both indoors and outdoors, under continual, tight deadlines.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

Supervision of contractors and other workers is sometimes required.

Employee Signature

Supervisor Signature