

JOB DESCRIPTION

POSITION NAME: Custodial & Grounds Keeping Assistant	PARISH: St. Mary – Mt. Angel
REPORTS TO: Business Manager	EFFECTIVE DATE:
CLASSIFICATION: Nonexempt	APPROVED:

GENERAL STATEMENT OF DUTIES:

Cleans the buildings and property of St. Mary Parish and Calvary Cemetery. Assists with janitorial responsibilities, and covers time off within the Facilities Department. Maintains the buildings and property of St. Mary Parish and Calvary Cemetery, ensuring that all facilities are in working order.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as 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 church, parish center, classrooms and parish offices.
 - d. Replaces light bulbs as necessary.
 - f. Keeps janitorial closets and cupboards clean, orderly and stocked.
2. Maintains or oversees the grounds in a clean, safe manner.
 - a. Mows, waters and edges lawns.
 - b. Keeps driveway(s) and sidewalk(s) clean of snow and ice.
 - c. Weeds, prunes and rakes as necessary.
 - d. Maintains parking lots and outer facility in safe and clean manner.
3. Monitors hot water, heating and ventilating systems, determining if repair or maintenance is needed.
4. Collects and disposes of trash and recycles as needed.
5. Performs minor maintenance on parish, such as light carpentry work and minor repair work, as needed.
6. Secures premises upon completion of work.
7. Maintains an inventory of lighting, cleaning and maintenance supplies.
8. Sets up rooms for special functions such as Mass and/or assemblies.
9. Maintains confidentiality.
10. Handles other duties as assigned.

JOB SCOPE: Position encounters recurring work situations with frequent variations from the norm due to unscheduled events. Flexibility and ability to prioritize as needs change is often required due to funerals, receptions and other parish activities that cannot be scheduled in advance. This position deals 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 and cemetery. Contacts are usually made at supervisor's request and frequently contain confidential/sensitive matters.

SPECIFIC JOB SKILLS: Excellent organizational and communications skill. Excellent verbal and written communication skills. High level of accuracy and attention to detail. Problem-solving, discretion, and interpersonal skills needed. Teamwork is required. Pleasant personality and ability to understand the needs of the parish as a whole is required. Ability to honor and maintain confidentiality. Ability to work flexible hours as necessary. Must pass a background check. Must have the ability to drive with a valid driver's license and access to a reliable vehicle for transportation to and from job sites.

EDUCATION AND/OR EXPERIENCE: Five years of experience in custodial, building and grounds maintenance. Considerable knowledge of plumbing and electrical systems in a public facility as well heating and boiler 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