

FLSA Status:
Exempt _____
Non-Exempt _____



Employee _____
Pastor _____
Human Resources _____
Date Approved _____

Employee Job Description

Job Title: Custodian

Department: Maintenance - Campus

Reports to: Supervisor, Facilities and Maintenance

Position: FT PT

Primary Functions: The Custodian position is vital to maintain the overall cleanliness of the buildings on the Parish Campus and to assist the Maintenance staff in other duties ranging from setup/breakdown of furniture for events and simple maintenance tasks.

Daily Assigned Tasks: Each day you will be assigned tasks to assist in keeping the building you are scheduled to work in clean throughout the shift. Responsible for any setup/cleanup duties pertaining to any events scheduled to take place on the Parish Campus and assist with light maintenance duties.

Examples of Daily Tasks include but are not limited to:

- Empty/remove trash/recycling to the appropriate dumpsters
- Clean all fixtures in restrooms; replace and refill products in bathrooms and common areas
- Sweep and mop non-carpeted floors, vacuum all carpeted flooring
- Secure and store all cleaning supplies and equipment after completion of daily tasks; Ensure all cleaning equipment is in a safe, secure location and it is in working order.
- Clean windows and doors
- Unlock/lock all doors before/after events and programs
- Set up and clean-up from events and programs.
- Wipe down pews, kneelers and common areas in the Church
- Minor repairs pertaining to electrical and plumbing

Qualifications/ Required Skills:

- **Education:**
 - High School Diploma or GED preferred
- **Experience:**
 - Minimum 5 years custodial experience
 - Basic knowledge and experience with electrical (e.g. replacing outlets, fluorescent and LED bulbs, ballast, light fixtures) and plumbing (e.g. replacing valves, faucets)
 - Operation of snow removal equipment

- Excellent communication skills (verbal and written)
- Team Player
- Physically able to perform the duties assigned
- Ability to work second and third shifts

Ergonomic Requirements:

The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

- Positions and duties may be changed by the Pastor at any time, in order to meet the needs of the Parish.