

Saint Ann & Saint Zepherin Church Job Description

Position: Custodian for Church Properties

To create a setting conducive to worship, study and social activities by providing an attractive, safe and sanitary facilities and grounds.

Education and Experience Required: High School diploma or equivalent; basic knowledge of cleaning methods and products, carpentry, plumbing and painting. Additional requirement: Fill out a CORI form.

Work Hours: 40

General Description of Job:

- Clean church building and maintain building facilities (Church and rectory)
- Sweep, mop, vacuum, scrub and polish floors
- Clean walls, ceilings, windows and other building fixtures (fans, etc.)
- Dust furniture, window sills, etc.
- Gather and empty trash
- Clean bathrooms
- Keep boiler room and supply closets clean and orderly
- Perform general electrical maintenance (change bulbs, fluorescent ballasts, etc.)
- Perform basic plumbing maintenance on sinks and bathroom fixtures
- Paint exterior and interior surfaces
- Repair and maintain furnishings (kneelers, tables, chairs, etc.)
- Prepare and disassemble room set-ups for scheduled events
- Sand and/or salt walkways during icy conditions
- Notify the parish office coordinator of need to order materials/supplies
- Notify the pastor of major repairs or additions to building operating systems

Ability and mechanical understanding of the following machines, tools and other special equipment used to perform job duties: hand and small power tools, ladders, vacuum, buffer, cleaning and polishing chemicals. Knowledge of HAZMAT regulations.