

**Parish Custodian
Holy Face of Jesus Parish**

I. IDENTIFYING INFORMATION

Position Title: Custodian

Status: Full-time, Non-Exempt, 12 months

Reports to: Facilities Director

II. PRIMARY FUNCTION OF THIS POSITION

The Custodian is responsible for maintaining a clean, safe, and welcoming environment within the church facilities, performing various cleaning and maintenance tasks.

III. POSITION CONTENT

A. Major Position Responsibilities and Regular Activities at St. Joseph

1. Daily

- Unlock the PLC building, Faith Center, and west sacristy door.
- Check all rooms and restrooms to ensure no issues in PLC and Faith Center.
- Check the online Parish calendar and make sure all rooms are ready for functions that day and evening. This includes verifying that the HVAC system is set to have heat or air conditioning for the events.
- When there is daily mass at St. Joseph unlock front Church doors before mass.

2. Weekly

- Set up the HVAC system for all events happening that week.
- Trash and Recycling
- Clean all floors in the PLC building.
- Clean all non-carpeted floors of the Faith Center.
- Set up for meetings and events as needed. This includes moving tables and chairs.
- Clean up after meetings and events as needed. This includes cleaning the kitchenette and kitchen areas, as well as wiping down tables and chairs as needed.
- Wipe down surfaces in rooms. This includes shelving, cabinets, and hutch areas.
- Clean all restrooms in the PLC. Clean downstairs restrooms in the Faith Center.

3. Monthly

- Walk through to check air handlers, filters, fire extinguishers, and exit batteries in all buildings at St. Joseph campus.
- Remove spider webs from ceilings, corners, and other surfaces in all rooms of the PLC building.
- Remove spider webs from ceilings, corners, and other surfaces in all rooms of the Faith Center.

4. Seasonal and As Needed

- Mowing the grounds
- Landscaping for the grounds
- Snow removal of sidewalks for the grounds, Monday – Friday. We have volunteers for weekend masses.
- Keep the outside picked up and look nice.
- Help set up and tear down for the annual garage sale.
- Verify that the bells reset for daylight saving time.
- Buff floors a couple of times a year.
- Wax floors every one or two years as needed.
- Attend bi-monthly buildings and grounds meetings on Monday evenings.
- Ordering cleaning supplies and maintaining an inventory.

B. Major Position Responsibilities and Regular Activities at other Campuses

- To be determined.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge, Abilities

- Attention to detail and ability to work independently. Must have good interpersonal communication skills
- Physical ability to lift and move objects (up to 50 lbs.) and perform manual labor
- Must have the ability to organize and prioritize time
- Must have the ability to perform outlined tasks
- Must have the ability to maintain confidentiality

B. Education, Training, and Experience

- Boiler certification is desirable
- Previous maintenance experience is desirable
- Experience in custodial or cleaning services preferred

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Responsible for maintaining inventory at requested levels

VI. WORKING ENVIRONMENT

- Evening and weekend work will be required
- On-call availability may be required
- Exposure to climate changes, uncomfortable temperatures and fumes
- Works with machinery and equipment requiring considerable caution
- Frequent lifting and standing

Employees of the Holy Face of Jesus Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of the Holy Face of Jesus Parish. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VII. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date