

ST. JOSEPH CHURCH CUSTODIAN PART-TIME

Holy Face of Jesus Parish

I. IDENTIFYING INFORMATION

Position Title: St. Joseph Part-time Custodian

Status: Regular Part-time, Non-Exempt, 12 months

Hours: Monday – Friday 6:00am – 9:00am, 4 hours as needed on Saturday and Sunday

Reports to: Business Manager

II. PRIMARY FUNCTION OF THIS POSITION

The St. Joseph part-time custodian will ensure that the Faith Center is kept clean and help out at the St. Joseph Parish Life Center building as needed.

III. POSITION CONTENT

A. Cleaning

- Clean the Faith Center Entry ways daily
- Clean the Faith Center floors weekly
- Clean the Faith Center bathrooms weekly
- Take out common trash and recycling regularly
- Ensure the Faith Center is cleaned per the cleaning checklist
- Help with cleaning and set up in the Parish Life Center as needed
- Notify supervisor of cleaning supplies needed

IV. SKILLS, KNOWLEDGE, AND/OR ABILITIES

- Strong knowledge of the Order of the Mass and Liturgical Year
- Must be able to identify cleaning needs and address them promptly
- Must have a keen eye for cleanliness and attention to detail
- Must have the ability to work independently
- Must have the ability to present a pleasant, welcoming manner
- Physical ability to lift and move objects (up to 50 lbs.) and perform manual labor
- Must know about cleaning and laundering

V. WORKING ENVIRONMENT

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.

VI. ACKNOWLEDGEMENT

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

Employee Signature

Date

Faith Center Clean list

Ground Level

Daily check and clean the kitchenette area
 set up the Veronica room as needed

Weekly clean all floors
 clean restrooms and stock supplies as needed
 wipe all door knobs and light switches

Level 1

Daily check and clean the kitchenette area

Weekly clean all floors
 clean restrooms and stock supplies as needed
 wipe down the common area
 wipe down all surfaces in offices that are not cluttered
 clean the glass of the receptionist area
 wipe all door knobs and light switches

Level 2

Weekly clean all floors

ensure all trash and recycling is emptied after CCD on Wednesdays
wipe down all surfaces
clean the bathroom and stock supplies as needed
wipe all door knobs and light switches

Entire Building

Daily	Clean all three entry ways daily Take out common trash and recycling
Weekly	clean the elevator (floor and wipe all surfaces) clean all water fountains check all glass
Quarterly	all baseboards Spiderwebs Dust the common area bookshelf Dust all bookcases Dust above all wall pictures