

**Position:** Custodian

**Responsible to:** Facilities Supervisor

**Description:** This position provides cleaning services, set-up, and breakdowns of facilities, and provides maintenance service for all buildings and grounds. Flexibility of schedule includes working after-hours and weekends, and being on-call, as needed.

**Classification:** Part-time. Non-exempt. Salary ranges from \$17.00 to \$19.00 hourly.

**Duties and Responsibilities:**

- Perform routine cleaning tasks (e.g., clean restrooms, vacuum carpets, clean windows, clean kitchen equipment, buff floors) on a schedule created by the Facility Supervisor.
- Use of cleaning supplies and equipment to keep buildings and facilities looking clean and professional.
- Secure and store all cleaning equipment and supplies after each usage.
- Maintain all cleaning equipment in a safe and working order.
- Maintain inventory of cleaning supplies submitting purchase orders when supplies get low.
- Set-up and break down tables and chairs in facilities for meetings and liturgical and special events as directed.
- Empty trash cans in all buildings and grounds and prepare trash bins/containers for weekly pick-up.
- Perform routine maintenance and repairs including carpentry, plumbing, and electrical work based on skill, as directed and assigned.
- Respond to repair requests quickly and in a professional manner.
- Report for work after hours and on weekends based on emergencies, liturgical events (i.e., Christmas celebrations) and other parish events as directed by the Facility Supervisor.
- Supervise special events after hours and weekends on a rotating basis.
- Move and transport furniture, and other items to different facilities as directed.
- Assist with other areas related to the overall maintenance of the buildings and grounds, when assigned.
- Adhere to company's safety policies to create a safe work environment for everyone.
- Other duties as assigned.

**Physical Demands and Work Environment:**

- Physical demands of this job include being regularly required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls, reach with hands and arms, balance, stoop, kneel, climb, crouch or crawl, talk and hear. The employee must occasionally lift, load or move equipment and supplies weighing up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The work environment is both inside and outside buildings, in all weather, with exposure to cleaning solutions and chemicals, light industrial, and includes some minor to moderately high exposure to noise due to equipment and sound equipment.

**Qualifications:**

- Commitment to the mission of the parish.
- High school diploma or equivalent.
- Reliable and available to work evenings and weekends.
- Strong verbal and communication skills.
- Must possess necessary janitorial skills and knowledge.
- Ability to perform tasks with minimal supervision.
- Familiarity with cleaning/janitorial equipment and supplies, including their safe use and storage.
- Provide weekend and after-hour contact information in the event of after-hour emergencies.
- Ability to relate effectively and positively with colleagues, volunteers, parishioners and vendors.
- Ability to recognize and honor diversity within the parish community.
- Must receive Safe Environment clearance by completion of Virtus online training, sexual harassment training, and receive an employee Livescan approval.
- Valid California driver's license.