

Most Blessed Sacrament Head Custodian

Position: Head Custodian

FLSA: Non-Exempt

Reports to: Operations Manager

Effective date: Immediately

General Summary: The custodial maintenance worker maintains the buildings and property of the parish, ensuring that all facilities and grounds are safe, clean, neat, and appealing. Works with the operations manager, performing routine electrical, plumbing, and remodeling projects/repairs.

Essential Duties and Responsibilities:

- Maintains a custodial maintenance log/checklist of duties that should be performed on a daily, weekly, quarterly, and yearly basis. Uses custodial checklist daily to ensure accurate and timely completion of sanitation duties.
- Responds to work orders generated by the Pastor or supervisor in a timely manner.
- Performs general custodial duties including but not limited to mopping, sweeping, vacuuming, dusting, burnishing floors, clean carpets, change light bulbs, emptying trash, and washing windows/glass areas.
- While performing repair or maintenance, takes all available safety precautions for the protection of self and others and follows all safety policies and procedures.
- Inspects parish grounds on a daily basis and picks up trash anywhere on parish grounds.
- Operates custodial equipment, such as industrial sweepers, and uses a variety of cleaning and sanitizing agents in performing assigned tasks.
- Shovels snow and applies salt to all sidewalks, steps, and entryways.
- Inspects condition of restroom facilities; cleans restroom facilities and replenishes supplies daily; performs minor plumbing repairs as needed.
- Maintains appearance of various areas by dusting and cleaning all wood areas, desks, tables, book shelves, file cabinets, and computer terminals.
- Responds to, reports, and removes any safety hazards.
- Reports and repairs damage to school and church site properties.
- Responds to emergency cleanups, such as spills and clogged drains.
- Maintains serviceability of equipment and tools. Keeps janitorial closets and cupboards clean and orderly at all times.
- Notifies supervisor of need for replacement of supplies; orders supplies and assists with putting away supplies as necessary.

- Assists office personnel with assigned tasks, such as moving boxes, cabinets, furniture, and other related office equipment.
- Provides set-up, teardown and clean-up for meetings and other parish functions.
- Performs repair or general maintenance work of facilities, buildings, grounds, and equipment in various areas including electrical, carpentry, plumbing, and routine remodeling.
- Ensures that the inside and outside of the church is decorated to the satisfaction of the Pastor during the holidays and liturgical celebrations.
- Responsible to maintain a level of personal grooming and appearance befitting the respectful environment of working for the Church. This includes neatly trimmed hair and beards, serviceable work shirts and trousers. (no holes, rips, tears, wrinkled work clothes)
- Performs other related duties as assigned by Operations Manager.

Knowledge, Skills, and Abilities Required

- High school degree required or general equivalency degree (GED) and with at least 2 years experience as a maintenance worker.
- The ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Knowledge of methods used in maintenance and building repair including basic knowledge of uniform code books, electrical wiring, plumbing, carpentry, glass replacement, painting, and grounds maintenance; safety practices and procedures relating to the building trades.
- Demonstrates a positive, respectful and caring attitude with colleagues and all one serves in word and deed.
- Ability to operate small electrical equipment related to parish maintenance and repair.
- Must maintain a high level of attention to maintenance and repair in terms of quality, detail, and a sense of pride in workmanship.
- Must have good communication skills with the supervisor and Pastor, keeping them apprised of work projects.
- Utilize effective oral and written communication with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.
- Must be able to work in various adverse conditions such as tight or enclosed spaces, heights and temperature extremes, indoors or outdoors to complete work assignments.
- Ability to drive a car and travel from time-to-time. Must maintain a valid driver's license.
- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure

manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually moderate, but occasionally high. This position will require some evening and weekend hours.