

**ST. JOSEPH CATHOLIC CHURCH
PARISH CAMPUS COSTODIAL
JOB DESCRIPTION**

I. DESCRIPTION:

This is the job description for the position of Parish Campus Custodial for St. Joseph Catholic Church. This position maintains the sanitation and cleanliness of the Church, the Parish Hall, Caring & Sharing, and the Administration Office to promote a clean and safe environment. Additionally, due to the Covid-19 Pandemic, this position must prioritize disinfecting all above mentioned locations as deemed necessary. To include disinfecting the Church, as deemed necessary, in preparation for daily Mass.

II. PERSONAL QUALIFICATIONS:

1. Ability to read and comprehend simple instructions, short correspondence, and memos.
2. Ability to write simple correspondence.
3. Ability to perform simple math skills.
4. Ability to apply common sense understanding to carry out written or oral instructions.
5. Ability to work alone.
6. Enjoys working with people if necessary. Pleasant and welcoming.
7. Understands the importance of confidentiality if deemed necessary.

III. PROFESSIONAL QUALIFICATION:

1. Ability to pass a Level 2 Background Screening. Any exceptions must be approved by the Diocesan Chancellor.
2. Have minimum of a high school diploma or equivalent.
2. Have a one-year knowledge of working with cleaning appliances.
3. Excellent attention to detail.

IV. SUPERVISION:

1. The Parish Campus Custodian is under direct supervision of the Parish Priest.
2. The Parish Campus Custodian is second accountable to the Office Manager.

V. SALARY AND BENEFITS:

This is a part-time non-exempt hourly position with a starting pay of \$9.00 per hour. This part-time position offers no benefits, but the office is closed for all major holidays and time off for holidays is paid. The Diocese observes the following holidays each year:

New Year's Day
Martin L. King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving and Day-after-Thanksgiving Day
Christmas Eve
Christmas Day

VI. HOURS AND EMPLOYMENT AGREEMENT:

This position is a 20-25 Hour work week. Vacations are granted on a non-paid basis. Please request vacation time two-weeks in advance.

VII. RESPONSIBILITIES:

This list of responsibilities is not designed to cover or contain a comprehensive listing of all duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Other duties as assigned.

Church:

1. Clean, and disinfect Holy Water reservoirs, counters, doors, door handles, pews, etc.
2. Doors and door handles must be cleaned and disinfected inside and out daily.
3. Refill Holy Water reservoirs when necessary.
4. Dust and clean saint statues when needed.
5. Water altar flowers as needed.

6. Clean and disinfect sinks, toilets, counters, soap dispensers, at the beginning and end of each assigned shift.
7. Restock toilet paper and paper towels as needed.
8. Refill soap dispensers as needed.
9. Replace batteries on automatic soap dispensers when necessary.
10. Vacuum and mop the Church and bathroom floors daily.
11. Change lightbulbs as needed (if reachable without a ladder).
12. Clean Church windows when needed inside and out.
13. Dust and clean instruments when needed.
14. Organize bibles, missalettes, and other liturgy as needed.
15. Dispose of old missalettes and replace with new missalettes as instructed.
16. Empty trashcans, replace trash liner, and take bagged trash to dumpster.
17. Change air conditioner vents regularly to prevent build-up of mold and mildew.
18. Move or rearrange furniture as needed.
19. Prepare tables and chairs for various hall functions, to include all other Parish buildings.
20. Refill or restock Covid-19 supplies as needed.
21. Report supplies needs to Finance Manager.
22. Report needs and concerns to Parish Priest and / or Office Manager.

Parish Hall:

1. Clean and disinfect all kitchen appliances after each event or function.
2. Vacuum and mop floors of hall and bathrooms every Friday.
3. Clean and disinfect tables and chairs after each event or function.
4. Clean windows inside and out as needed.
5. Door handles must be cleaned and disinfected inside and out daily.
6. Clean and disinfect sinks, toilets, counters, soap dispensers, at the beginning and end of each assigned shift.
7. Empty trashcans, replace trash liners, and take bagged trash to dumpster.
8. Restock toilet paper and paper towels as needed.
9. Refill soap dispensers as needed.
10. Change lightbulbs as needed (if reachable without a ladder).
11. Dust and clean instruments, television, etc.
12. Change air conditioner vents regularly to prevent build-up of mold and mildew.
13. Prepare tables and chairs for various hall functions.
14. Refill or restock Covid-19 supplies as needed.
15. Report supply needs to Finance Manager.

16. Report needs and concerns to Parish Priest and / or Office Manager.

Caring & Sharing Building:

1. Clean and disinfect all rooms.
2. Vacuum and mop floors of all rooms and bathrooms every Friday.
3. Clean and disinfect tables and chairs after each class, event or function.
4. Clean windows inside and out as needed.
5. Door handles must be cleaned and disinfected inside and out daily.
6. Clean and disinfect sinks, toilets, counters, soap dispensers, at the beginning and end of each assigned shift.
7. Empty trashcans, replace trash liners, and take bagged trash to dumpster.
8. Restock toilet paper and paper towels as needed.
9. Refill soap dispensers as needed.
10. Change lightbulbs as needed (if reachable without a ladder).
11. Change air conditioner vents regularly to prevent build-up of mold and mildew.
12. Prepare tables and chairs for class or various functions.
13. Refill or restock Covid-19 supplies as needed.
14. Unbox cleaning supplies and place in storage room cabinets or shelves.
15. Report supply needs to Finance Manager.
16. Report needs and concerns to Parish Priest and or Office Manager.

Church Campus Grounds:

1. Pick up paper or other debris.
2. Ascertain that Church campus is clean at all times.

VIII. PERFORMANCE MANAGEMENT:

The performance of the Parish Campus custodian will be assessed on a regular basis having regard to:

1. Their performance on the key responsibilities and attributes for this role.
2. Their ability to perform each essential duty satisfactorily.
3. Their ability to participate fulfilling the vision and mission of the Parish.

IX. WORK CONDITIONS:

Inside environment, protected from weather (when not transporting cleaning tools from one building to the other), but not necessarily from temperature changes. Provide event and program support some weekends and evenings throughout the year.

X. PHYSICAL DEMANDS/TRAITTS:

Perceive characteristic of objects through the eyes; express or exchange ideas by means of the spoken word; perceive the nature of sounds by the ear; frequent walking and /or standing; able to lift, carry, push or pull 35 lbs. maximum with frequent lifting and/or carrying of 25-50 lbs. While performing the duties of this job, the parish Campus Custodian is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl.