

Holy Trinity Catholic Church

Job Description

Title: Maintenance and Custodian

Position Description:

Responsible for all maintenance for the parish. Cleans and maintains the Religious Education Center, Youth House and Cabrini Parish Hall and Kitchen, and when needed, the Church and Rectory. Removes snow from sidewalks and stairways. Maintains and cares for lawns and landscaping.

Qualifications:

Knowledge and Abilities:

- Good electrical, plumbing, carpentry and painting skills.
- Able to climb ladders, to reach above one's head, to work in a squatting, kneeling or standing position for an extended time, to lift weights up to 40 pounds, to operate floor maintenance equipment, to shovel snow and to operate lawn equipment.
- Knowledge of maintenance, cleaning and lawn care products, and their proper use and storage.
- Knowledge of local, state and federal safety regulations.
- Able to drive motor vehicles, and operate motorized equipment.
- Able to work some evenings, weekends and holidays.
- Good decision making skills and the ability to cope with stress.
- Effective interpersonal and written communication skills.
- Ability to work well with other parish personnel and the public.
- Ability to work independently with minimal supervision.

Degrees, Licenses and Certifications:

- High school diploma or equivalent.

Experience:

- At least three years of maintenance and custodial experience, preferred.

Religious:

- Good morals and good reputation, and preferably a fully initiated, practicing Catholic free from any canonical penalties.

Reporting to: Pastor

Supervising: Not applicable.

Essential Duties and Responsibilities:

1. Performs general maintenance for the parish, including changing light bulbs, carpentry, repair, construction, plumbing, electrical work and painting.
2. Cleans and maintains Religious Education Center, Youth House and Cabrini Parish Hall and Kitchen, and when needed, the Church and Rectory, including vacuuming, sweeping, mopping, stripping, waxing and polishing of floors.
3. Sees to the maintenance, service and repair of activity buses, coordinating this with the Director or Associate Director of Pastoral Ministry, who schedules their use.
4. Moves furniture, pictures, equipment and supplies.
5. Orders maintenance and cleaning supplies according to the parish budget.
6. Sees that furnaces, boilers and cooling equipment are properly maintained and tested.
7. Sees that fire, smoke and other detectors and alarms are properly maintained and tested.
8. Sees that fire extinguishers, emergency lights, AEDs and First Aid Kits are properly maintained and tested.
9. Removes snow from entries, steps, sidewalks and rectory driveway.
10. Provides lawn and landscape care, including mowing, trimming, edging, weeding and watering; maintains sprinkler system.
11. Follows local, state and federal safety regulations.
12. Participates in continuing education as provided or approved.
13. As requested, attends parish staff, pastoral council and finance council meetings.
14. If Catholic, models Catholic religious and moral beliefs to others; if non-Catholic, understands and respects Catholic religious beliefs and models good morals to others.
15. Performs related duties, responsibilities and extra projects as assigned.

Appointment and Term:

The position is “at will,” and the employee can be dismissed at any time, with or without cause or reason for dismissal. Appointed and removed at the sole discretion of the Pastor.

Payroll Status: Exempt. Regular Employee averaging 40 hours per week.

Evaluation: Annual evaluation by the Pastor, which does not change the at will nature of this employment