Position Title: Custodial Coordinator
Immediate Supervisor: General Manager

Position Status: Non-exempt, Full-time Regular, Benefits Eligible
(Regular) Work Schedule: 40 hours/week
M-F, 2:00 p.m. – 10:00 p.m.

Position Summary:
The Facility Custodial Coordinator is expected to maintain clean and attractive areas within the diocesan central office complex (the Chancery), ensuring that assigned areas are left free from clutter. This person is expected to act in a Christian, compassionate, and professional manner in all aspects of day-to-day operations and communications, with complete confidentiality. The Custodial Coordinator must be a team player who will share and participate in the vision and goals of the Office, following all office/diocesan policies, procedures and regulations.

Essential Duties and Responsibilities:
- Coordinate and supervise Custodial staff to accomplish duties
- Maintain inventory and control of all cleaning supplies and products used
- To empty trash and recyclables
- To mop, vacuum, wax floor surfaces as needed
- To provide general cleaning of all assigned areas
- To provide cleaning of meeting rooms after each use
- To clean and stock restrooms
- To clean windows as needed
- To properly store and secure all cleaning supplies and equipment
- Any additional duties as assigned by the General Manager

Required Knowledge, Skills, and Abilities:
- Able to supervise and schedule custodial staff for complete building cleaning on a nightly basis
- Maintain absolute confidentiality
- Keep up-to-date personal certification for diocesan Safe Environment program
- Knowledge of, and ability to perform, general cleaning duties including but not limited to sweeping, mopping, dusting, emptying trash
- Knowledge of, and ability to operate industrial floor cleaning equipment
- Good organizational skills and ability to multi-task
- Self-motivated, prompt in performing tasks and capable of working independently.
- Minimum of one year related experience preferred

Job Conditions/Physical Demands: (The following are representative of the physical capabilities that must be met by an employee and the working conditions that 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, employee is required to stand, stoop, walk, talk, bend, grasp, reach
- Must be able to push, pull, lift, and carry items up to 30 pounds.
- Must be able to function in a standing position for extended periods of time
- Work is performed indoors
- Position may require exposure to chemicals, dust, dirt and other allergens
- Must be physically capable, possessing both strength and coordination for operating industrial cleaning equipment

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the General Manager, in consultation with the Chancellor.