

PARISH: Holy Rosary

POSITION TITLE: *Janitorial*

NAME:

REPORTS TO: Scott Stoefer

DATE: October 12, 2020

GRADE:

I. POSITION PURPOSE

Provides cleaning and sanitizing for the parish offices and parish rectory for them to be used to accomplish our mission of helping individuals to come to know and follow Jesus Christ. This position requires weekend work

II. MAJOR DUTIES AND RESPONSIBILITIES INCLUDE

- A. Assures the parish offices and parish rectory are maintained in a clean and orderly manner including dusting, dust mopping and/or vacuuming floors, cleaning bathrooms, washing windows, sanitizing high touch areas, etc.
- B. Washing, drying and maintaining Church linens.
- C. Cleaning and sanitizing after various meetings and functions on Saturdays and Sundays.
- D. Maintains wood furnishings which require oiling and maintenance.
- E. Maintains floors as needed including stripping, polishing, buffing, etc.
- F. Assures the collection and disposal of garbage, recyclables, and compost materials.
- G. Maintains an inventory of supplies and asks supervisor to order supplies as needed.
- H. Ensures the safety and security of the parish/school buildings.
- I. Must be able to lift 50 to 75 lbs.
- J. Maintains a level of knowledge and skills required to function as a Custodian. This is accomplished through reading appropriate materials and attending appropriate workshops or participating in other training opportunities.
- K. Maintains a good disposition and acts in a “Catholic” manner at all times.

L. Other duties as assigned by the pastor, parish administrator, or supervisor.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____