

# St. Elias Maronite Catholic Church

## Custodian Job Description

### Job Overview:

St. Elias is a caring, family-oriented community, our custodian is part of our family. We are looking for a responsible **custodian** to join our family to maintain and protect our church facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism.

The ideal candidate will be experienced in a custodian role focused on building upkeep including the church, all facilities, bathrooms, and kitchen. See below responsibilities for more details. The candidate needs to have physical endurance to cover a large space and to set up tables and equipment for events. A keen eye for detail and initiative to anticipate upcoming problems and issues and to address them independently when appropriate are also imperative.

We offer a generous vacation and sick time policy, a reasonable work schedule of Monday through Friday 8:00 am - 4:00 pm, and a competitive salary/compensation.

### Responsibilities:

- Maintaining the cleanliness of the facilities of St. Elias Church including the church, the church hall, the classrooms, the church grounds (not to include mowing), and the Grotto on a daily, weekly, and monthly scheduled basis.
- Receiving deliveries to the church and putting things away in appropriate places.
- Receiving and/or calling repairmen as necessary and making sure they have access to appropriate places.
- Setting up the church hall for various functions and hall rentals. This includes setting up and breaking down tables, moving chairs, etc. Must have the ability to lift 50 pounds.
- Helping in the kitchen for functions including washing pots and pans, moving heavy objects, etc.

Occasional additional hours of work may be needed. These will be negotiated with the Pastor. Hours greater than 40 hours per week will be paid at the overtime rate.

**Salary range:** \$12 - \$15 per hour, depending on experience

**Benefits:** Vacation, Sick Time

**Supervised by:** Pastor and Rosa-Marie Sacco

If interested, please call Rosa-Marie Sacco at 205-251-5057 Ext, 2, or email: [rosamarie@stelias.org](mailto:rosamarie@stelias.org).

**Donna Mealer – at Diocese of Birmingham**