

# Custodian - Part Time

---

**Contact Person:** Fr. Jesse Martinez

**Contact Phone Number:** 512-312-2520

**Contact Email:** [fr.jesse@santacruzcc.org](mailto:fr.jesse@santacruzcc.org)

**Job description or website link to online job application:** Employees in this job perform a variety of janitorial, custodial, and security tasks to maintain clean and safe buildings and grounds. The position reports to the Custodian Supervisor and operates with little latitude for the use of independent judgment and initiative.

## **Duties:**

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of Santa Cruz Catholic Church in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors.
- Dust furniture, walls, machines, and equipment.
- Notify supervisor when supplies are low, outdated, or malfunctioning
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Maintain all trash bin areas clean and clear of trash. Clear debris from grounds, sweep parking lot and sidewalks on a weekly or as needed basis.
- Cleans inside and outside of windows on a weekly or as needed basis.
- Prepare and wax floors each summer.
- Performs related work as assigned.

## **Knowledge, Skills and Abilities:**

- Ability to follow instructions.
- Knowledge of standard methods, practices, tools, and equipment of the janitorial service.
- Knowledge of occupational hazards and safety rules.
- Knowledge of the proper use of chemicals, and dilution systems.
- Ability to follow instructions.
- Ability to operate and use janitorial tools, equipment, and supplies such as vacuum cleaners, and cleaning compounds and solutions.
- Knowledge of the standard methods, practices, tools, and equipment used to clean buildings and furniture.

- Knowledge of the qualities and uses of various cleaning and sanitizing all floors.
- Knowledge of occupational hazards and safety rules and regulations.
- Knowledge of building and property security procedures.
- Ability to prioritize and work well with others.
- Ability to work with minimal supervision.
- Willingness to be cross trained.

**Minimum Qualifications:**

Education and Trainings:

- High School Diploma or GED acceptable to Texas Education Agency. Experience:
- Two (2) years of full-time, wage-earning, related work experience. Language:
- Ability to communicate in writing and comprehension

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.

**How to Apply:** Please visit the church office to fill out the application.