

Facility Custodian/Part-Time St. Faustina Catholic Church

28102 FM 1093, Fulshear, TX 77441

Summary:

St. Faustina Catholic Church is seeking a 25-hour per week (early evening) part time Facility Custodian. Primary function is the general cleaning of parish buildings, bathrooms, and sanctuary, as assigned. The Facility Custodian fulfills the mission of the parish by maintaining a neat, clean, safe, and organized environment. The position reports directly to the Facility Manager.

Primary Duties and responsibilities:

Parish Buildings

- Re-arranging several rooms on campus before and after events, including set up and clean up.
- Lock and secure the building at the end of each day.
- Vacuum all areas of the church, classrooms, and offices.
- Buff, mop, and sweep all tile areas of the church building.
- Dust and clean all surfaces inside the church, classrooms, and offices.
- Clean all bathrooms, damp mop bathroom, and restock supplies.
- Keeps inventory of supply needs and assist in unpacking and distributing supplies.
- Clean all windows and door glass on a regular basis.
- Empty all trash receptacles in the church, classrooms, and offices and discard in trash bin.
- Clean kitchen and coffee room surfaces and refrigerator. Wipe ice machine.
- Ensure narthex is clean and free of debris.
- Communicates maintenance and repair issues to the Facilities Manager.
- Complete other responsibilities as assigned.

Working Conditions

Alternating weekend and holiday work will be required.

Must be able to lift/move a modest amount of weight up to 50 pounds.

Must be able to bend, stoop, pull, push, climb stairs, grasp, and reach overhead.

Must properly and safely handle all cleaning solutions and chemicals.

Must be familiar with buffing equipment to polish and clean floors.

Will be exposed to dust and slippery walking surfaces.

Qualifications

Minimum two years-experience as a Custodian or equivalent position.

Must be able to adequately communicate in English. Bilingual preferred.

Ability to collaborate with other staff and parishioners to meet needs.

Must be reliable and have a history of a satisfactory attendance record.

Interested candidates should submit a resume and references via email to info@saintfaustinachurch.org with Facility Custodian in the subject line or mail to: St. Faustina Catholic Church, Attn: Facility Custodian P.O. Box 1099, Fulshear, TX 77441