

St. Joseph Church/School

Position Profile

Title: Church and School Custodian/Building Maintenance

Reports to: Pastor, Business Manager, Principal

I. Objective:

To perform building and grounds maintenance which facilitate a clean and safe environment for those who have access to the buildings and grounds at St. Joseph Church and School.

II. Responsibilities:

The essential functions of the position include but are not limited to the following:

Daily (Monday through Friday)

- Each morning unlock all exterior doors and interior doors which access the Church, Chapel, and Church offices.
- Clean school entrance floor, vacuum lobby and vestibules at end of halls
- Clean bathrooms and bathroom floor near the cafeteria
- Empty garbage in the school office and bathrooms near the cafeteria
- Clean cafeteria in between lunches and after final lunch period
- Clear Church and School sidewalks and entrance areas of snow-Winter months(ie: salt, snow blower, shovel)
- Respond to lighting and plumbing emergencies
- Check the cooling and heating systems to make certain the system is operating correctly
- Check the alarm system to verify the system is working properly
- Order maintenance and cleaning supplies
- Deliver mail to Church and School as needed

When time permits:

- Dust and mop gymnasium floor (ideally weekly)
- Clean banquet tables and perform incidental repairs on tables
- Scrub all floor mats in school and church (summer projects)
- Coordinate visits with maintenance and service contractors and identify maintenance problems and or concerns
- Clean rectory gutters and periodically check rectory furnace and water tank to ensure both are in good working condition
- Perform the necessary set up work with the assistant custodian for School events, provide security during non-school events, and work with the assistant custodian in the cleanup following events
- Repair broken kneelers and kneeler covers in the Church
- Assist in preparing and decorating the Church for Advent, Christmas, Lent and Easter Services and Masses
- Clean exterior windows
- Strip and wax floors (gymnasium, kitchen)
- Review outside lighting for replacement
- Perform light electrical and plumbing repairs
- Complete small painting projects
- Coordinate school fire drills with alarm company and 911 center monthly

III. Qualifications

Education: Minimum High School education

Experience: Five years prior experience in the maintenance especially in the electrical, plumbing, carpentry, painting, and grounds keeping areas

IV. Competencies

- Ability to view their work as a ministry to those with whom they have daily contact
- Honest and trustworthy
- Basic knowledge in all areas of building upkeep
- Ability to use snow removal equipment
- Physically able to perform duties as requested and as defined in Section II above
- Demonstrate an awareness of job safety at all times
- Ability to work with school parents, children, faculty and others when required

V. Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work includes frequent standing, walking, reaching, kneeling, crawling and climbing. Finger dexterity is required to operate tools and or controls. The employee must occasionally lift and or move more than 50lbs.