

JOB DESCRIPTION

Job Title: Custodian
Status: Full-time, exempt
Department: Saint Edward
Supervisor's Title: Pastor
Approval Date:

Job Summary:

Oversee the cleaning of the school, church and offices, and general maintenance

Knowledge, Skills, & Abilities:

K : Knowledge

- Must possess necessary maintenance/janitorial skills
- Valid driver's license required
- Has completed "Protecting God's Children" checks and training.
- Work safety

S : Skills

- Good communication skills
- Making or following task schedules
- Microsoft to include Outlook, Word and Excel

A : Abilities

- Willingness to be a team member and work with parish volunteers
- Confidentiality
- Dependability
- Self-starter
- Using a variety of tools and mechanical systems

Duties and Responsibilities:

The custodial manager will embrace the mission and vision of the Catholic Diocese of Green Bay and work in accord with Catholic Social Teachings and the moral and ethical values of the Catholic Church.

1. Know the schedule of school and parish events
2. Provide direction for janitors and volunteers to clean and maintain specific areas of parish properties to include restrooms, classrooms, hallways, cafeteria, offices, and church according to schedule. Cleaning shall not be a distraction to teaching, prayer services and other ministry.
3. Order and maintain an inventory of cleaning and maintenance supplies
4. With the pastor and the buildings and grounds committee, arrange the selection and supervision of contractors
5. Oversee scheduled monthly, semiannual or annual duties: painting, window washing, carpet cleaning, etc.
6. Attend the parish building and grounds committee meetings on a quarterly basis and prepare report for the Finance Council
7. Provide care of Parish grounds including lawn mowing, tree and shrub care, snow and ice removal
8. Perform other duties as required or requested by staff and management

ADA

Physical/Visual/Mental Demands:

Position requires the ability at times to react to fast paced environment; verbally converse with other individuals, move and lift objects of 50 pounds. Will need to have ability to understand and follow verbal and written instructions and stand for most of working hours. This position requires a fair amount of time standing, walking, reaching, handling objects and climbing stairs, occasionally bending or crawling. Position will frequently have last-minute demands.

Typical Working Conditions:

Indoor and outdoor work
Occasional evening or weekend
Exposure to climate changes
Standing for long periods of time

Nature of Supervision Received:

Direct Supervision by the Pastor with regular reports to the Buildings & Grounds

Judgment Exercised/Decisions Made:

Decisions shall be geared toward serving the needs of the parish. Decisions are generally routine in nature with some deviations. Must maintain confidentiality for all Diocesan/Parish/School issues at all times.

Financial Responsibility:

Responsible for effective use of time and budgeted resources. He or she must follow diocesan guidelines as to authorization of expenditures, including the careful documentation of qualified reimbursable mileage and expenses.

Number of Employees Supervised:

1-3

Signature _____

Date _____