

ST. FRANCIS OF ASSISI
CENTERVILLE, OHIO

Position Description

CUSTODIAN (Non-Exempt)

ACCOUNTABILITY: The Parish Custodian is accountable to the business manager.

GENERAL QUALIFICATIONS: This part-time position requires janitorial, custodial and general maintenance skills; the ability to do physical labor including lifting; and experience in similar work. The position requires the ability to work with minimum supervision; and to organize and prioritize work. The person in this position must be able to interact with and communicate with staff members, parishioners, and the general public.

SPECIFIC SKILLS AND EXPERIENCES:

- A. The position requires basic understanding of the requirements for and the ability to perform basic janitorial services.
- B. The position requires the ability to perform basic maintenance functions, identify maintenance needs and to accomplish minor repairs.
- C. The position requires the ability and skills to utilize a computer for email and calendar monitoring.
- D. The position requires the ability to interact with the staff, volunteers, contractors and the general public.

TIME COMMITMENT: The position is part-time. 25 hours a week in the summer months, and 6 - 10 hours per week during the remainder of the year. This position may include some evening and/or weekend work.

RESPONSIBILITIES: The Parish custodian position includes responsibilities pertaining to maintaining the safety, cleanliness and operations of the Parish facilities.

General responsibilities include

- A. Performs daily custodial services and light maintenance as directed by the maintenance supervisor.
- B. Provides support for Parish operations, events and activities as needed.
- C. Communicates with the staff and designated volunteers.

SPECIFIC DUTIES:

A. Safety

- a. Observes the buildings and grounds for hazards, damage, litter and/or deterioration.
- b. Provides janitorial and light maintenance to keep the facilities and grounds in a safe condition.
- c. Provides snow/leaf removal as necessary.
- d. Reports major problems to the maintenance supervisor and/or business manager.

B. Cleanliness

- a. Cleans and maintains all parish facilities and grounds including classrooms, offices, restrooms, storage areas, social hall, kitchen, picnic shelter and worship spaces.
- b. Performs scheduled janitorial duties, i.e., floor cleaning, painting, window washing, carpet cleaning, etc.
- c. Provides trash removal for the facilities including the rectory.
- d. Provides grounds keeping as directed by the maintenance supervisor and/or business manager..

C. Communications

- a. Communicates with the maintenance supervisor for work assignments, scheduling and to report discrepancies or items needing repairs.
- b. Monitors parish communication via email and the online parish calendar.
- c. Works with parish volunteers to coordinate maintenance needs for activities and volunteer projects or maintenance as needed.