

## St. Mary's Church – Altoona, WI

**Job Title:** Assistant Custodian

**Department:** Physical Plant

**Hours:** Part time, outside of school hours (evenings, nights, early mornings, weekends)

**Report To:** Pastor (or Parochial Administrator) or his representative

### **Position Overview:**

To maintain, and care for the physical buildings and grounds owned by St. Mary's parish, prioritizing demands in order of importance and addressing them competently within the parish's budget, with limited supervision

### **Duties:**

- Clean as needed in the school, parish hall, church, and parish rooms (more detailed cleaning duties are found below).
- Assist the full-time custodian as needed in timely snow removal, in order to ensure safety and convenience; apply snow melt as needed; and keep regular logs of this activity.
- Set up and take down the tables and chairs in the parish hall for parish events, school events, and parish-related events from parishioner rentals of the space
- Maintain orderly and safe environment with and for children at all times, in full compliance with the diocesan Safe Environment program
- As needed, sweep, scrub, mop, wax, polish, and vacuum all floors in the church, school, and parish hall.
- Assist with stripping and waxing the parish hall floor, which most commonly happens during Christmas break and/or summer break.
- As needed, clean walls, windows, fixtures, drinking fountains, and other school/parish equipment
- Keep restrooms and public areas presentable – particularly for the beginning of school days and church services. Clean them weekly (more if needed).
- Assist in maintaining the grounds of school, church, parish hall, and parking areas in a presentable manner.
- Dust or vacuum furniture as needed.
- Collect and dispose of refuse and recyclables daily or as needed.
- Keep occupied areas of the lower level clean; vacuum, dust mop, remove trash, dust furniture, clean stairs, and vacuum clean elevator floor.
- Clean areas of the church building that are not cleaned by parish volunteers.
- May need to come in for emergencies and clean-ups in the parish and school (including after hours and on weekends)
- May prepare bridal room for weddings.
- May assist full-time custodian in maintaining power equipment, vacuums, scrubbing machine, lawn care equipment, etc.
- May clean and maintain ice machine
- May assist in mowing the lawn and watering plants.
- May clean grease trap, located in the table storage room
- May wash cooler walls and cooling coil, and to vacuum the condensers.
- May dust and wash parish hall nine feet up.
- May dust the high areas of the church and narthex
- May inspect, clean, replace filters, and check the operation of the package rooftop air conditioning units.

- May remove, clean, and replace recessed floor mats in the church, parish hall, and school (five entryways).
- May lock/unlock the building(s) day-to-day or for special events.
- Commit and witness to St. Mary's Parish and the teachings of the Catholic Church
- Employee may perform other duties as assigned to meet the ongoing needs of the organization

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Availability for the hours needed
- High level of integrity, diplomacy, and initiative
- Ability to assess the situation, prioritize well, and work efficiently with minimal supervision
- Ability to carry out verbal and written instructions with minimal supervision
- A working knowledge of occupational hazards and safe work hazards
- Ability to be on one's feet for the entire scheduled shift
- Ability to shovel, rake, and do other routine grounds keeping work
- Ability to lift at least fifty pounds safely (including setup and take down of tables and chairs in the parish hall)
- Ability to ascend and descend ladders and walk on the roof
- Flexibility and talent in performing needed tasks promptly

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(Pastor's Signature)

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(Date)

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(Employee Signature)

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(Date)