

St. Mary's Church – Altoona, WI

Job Title: Cleaning 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).
- 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.

- May need to 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.
- May need to assist in setting up chairs in the parish hall for parish events, school events, and parish-related events from parishioner rentals of the space
- 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 lift at least twenty pounds safely
- Ability to ascend and descend steps
- Flexibility and talent in performing needed tasks promptly

(Pastor's Signature)

(Date)

(Employee Signature)

(Date)