

JOB DESCRIPTION

PARISH: St. Patrick, Hampton

POSITION: Custodian

REPORTS TO: Pastor and Business Manager

CLASSIFICATION: hourly, nonexempt

GENERAL STATEMENT OF DUTIES: The Custodian provides cleaning services, including but not limited to trash removal, mopping, vacuuming, restroom cleaning, in the church, offices, classrooms, and parish hall.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Cleans restrooms, vacuums carpeted areas, mops hard surface floors, and dusts all surfaces.
- Empties trash cans in public and office areas; vacuums all floors in public areas, cleans front office doors and windows.
- Dusts and vacuums church sanctuary.
- Performs monthly, semiannual, or annual janitorial duties and projects as directed by the Pastor or Business Manager, and in accordance with maintenance schedules.
- Secures and stores all cleaning supplies and equipment after completion of cleaning.
- Monitors heating and cooling settings for parish events.
- Prepares sanctuary and parish hall for parish or rental events.
- Orders all needed supplies, coordinating with parish secretary.
- Maintains all cleaning equipment in a safe and working order.
- Perform other duties as required.

SPECIFIC JOB SKILLS: Must possess necessary janitorial skills and knowledge. Ability to perform outlined tasks with minimal supervision. Familiarity with cleaning/janitorial equipment and supplies and their safe use and storage. Ability to maintain confidentiality of all office records which may be accessible in individual offices.

WORKING ENVIRONMENT: While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 40 pounds. Position may require lifting and exposure to chemicals, dust, and dirt. The position may require reporting to work before or remaining after regular office hours.