

PARISH: Church of the Assumption

POSITION TITLE: *Custodian*

NAME:

REPORTS TO: *Facilities Supervisor*

DATE:

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## **I. POSITION PURPOSE**

Provides cleaning and light maintenance for the parish buildings and grounds.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Assures the gym and parish office are maintained in a clean and orderly manner.
- B. Cleans gym floor weekly with specified mops and cleaners.
- C. Cleans gym bathrooms weekly.
- D. Maintains meeting rooms by vacuuming, mopping, dusting and emptying waste bins once per week.
- E. Maintains parish office by vacuuming, mopping, cleaning bathrooms, dusting and emptying waste bins once per week.
- F. Maintains church building by vacuuming, mopping, cleaning & restocking bathrooms, dusting, cleaning glass on doors & windows, and emptying waste bins twice per week.
- G. Provides other general assistance as needed through setting up chairs and tables as requested, or moving items.
- H. Assures the proper collection and disposal of garbage.
- I. Provides other duties as assigned

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

QUALIFICATIONS:

- A. Ability to work evenings and weekends.
- B. Custodial experience preferred.
- C. Ability to work around dust, odors, oil, fumes and noise.
- D. Ability to lift 40 pounds, use man-lifts and ladders.