



## Job Description

**Position:** Parish - Custodian

**Status:** \_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time  
\_\_\_\_\_ Exempt      \_\_\_\_\_ Non-Exempt      \_\_\_\_\_ Volunteer

**Reports To:** Pastor

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### **Primary Function:**

Responsible for cleaning services on a day to day basis for the parish.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training, Abilities and Experience:**

- High School diploma or equivalent
- Must possess necessary janitorial skills and knowledge
- Ability to perform outlined tasks with minimal supervision
- Familiar with cleaning supplies and equipment
- Ability to maintain confidentiality in all aspects of job
- Must have ability to multi-task, organize and meet deadlines
- The ability to successfully complete a criminal history and background check

#### **Primary Duties and Responsibilities:**

- Assist in keeping school and parish building, including restrooms, hallways clean throughout the day
- Cleans kitchen sink, counters, coffee makers, and microwave during the work week
- Empties trashcans in public areas, vacuums all floors in public and office areas, cleans office doors and windows during the work week. Vacuuming should be performed early in public areas as early or late as possible to avoid disruptions.
- Dusts all furniture in public areas, mops kitchen floor, bathrooms and entrance floors during the work week.
- Wipes out refrigerator, wipes baseboards, dust blinds and ceiling corners, vacuums along baseboards and in corners of parish offices during the work week.
- Cleans restrooms and assists with cleaning rectory as scheduled by Pastor

- Performs monthly, semiannual, or annual janitorial duties and projects as directed by the Pastor or Business Manager
- Secures and stores all cleaning supplies and equipment after completion of cleaning
- Upon requests of individual offices; empty trashcans, vacuum floors, dust, clean windowsills and water plants
- Maintains all cleaning equipment in a safe and working order
- Uses only approved cleaning products and cloths for computer and electronic equipment.
- Keeps lobby and reception area neat and orderly
- Performs other duties as requested by the Pastor or Business Manager

**Physical Demands:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, climb stairs, balance, stoop, kneel, walk, lift, be exposed to chemicals, dust, dirt and bacteria. The employee must frequently lift and or move up to 50 pounds.

**Employee Acceptance and Acknowledgement:**

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

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Employee Signature

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Date