

PARISH: Queen of Angels

POSITION TITLE: *Custodian*

NAME:

REPORTS TO: Facilities Supervisor

DATE:

GRADE: Z2-2

I. GENERAL SUMMARY OF POSITION PURPOSE:

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

II. ESSENTIAL POSITION DUTIES:

- A. Assures the church, school and other parish buildings are maintained in a clean and orderly manner including dust mopping and/or vacuuming floors, cleaning bathrooms, washing windows and laundry.
- B. Maintains wood furnishings which require oiling and maintenance.
- C. Performs minor maintenance on the school, rectory or church as needed.
- D. Provides other general assistance as needed through setting up the chairs, tables in the parish and school facilities as requested, hauling moving items and picking up parts or other equipment as requested by staff.
- E. Assures the collection and disposal of garbage.
- F. Looks for and reports any facility or maintenance needs to supervisor
- G. Maintains an inventory of supplies for lighting and cleaning and orders supplies as requested.
- H. Maintains a level of knowledge and skills required to function as a Custodian. This is accomplished through reading appropriate materials and attending appropriate workshops or participating in other training opportunities

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

