

PARISH:

POSITION TITLE: *Custodian*

NAME:

REPORTS TO:

DATE:

GRADE:

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## **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, and washing windows.
- B. Maintains wood furnishings which require oiling and maintenance.
- C. Assures the parish grounds are maintained in a clean and safe manner including mowing, watering and edging lawns, blowing walkways, weeding, pruning and raking on a seasonal basis.
- D. Maintains playground in a safe and clean manner.
- E. Performs minor maintenance on the school, rectory or church including light carpentry work and minor repair work on the facilities as needed.
- F. 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.
- G. Assures the collection and disposal of garbage.
- H. Serves as a member of the Parish Safety Committee.
- I. Maintains an inventory of supplies for lighting and cleaning and orders supplies as requested.
- J. 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: \_\_\_\_\_