

PARISH: TITLE: *Facilities Supervisor Level I*
NAME: REPORTS TO:
DATE: GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Oversees and/or provides custodial services to grounds and buildings to enhance the image of the parish and its school, to provide a suitable and health environment for building occupants.

II. ESSENTIAL POSITION DUTIES:

- A. Establishes work priorities and provides training and work direction to volunteers and/or janitorial firm.
- B. Maintains an inventory of cleaning supplies and equipment and reorders as appropriate.
- C. Maintains an inventory of hospitality supplies (restroom, kitchen and others) and reorders as appropriate.
- D. Sweeps and vacuums the church, school and other buildings and assures order and neatness as appropriate.
- E. Sweeps and mops hallways and restrooms.
- F. Empties garbage cans throughout the facility as needed or on a scheduled basis.
- G. Sweeps, mops and empties garbage cans in classrooms during school year.
- H. Assures that kitchen is clean after events and ready for use.
- I. Assures that heating units are in proper working order.
- J. Assures that buildings are secure when not in use.
- K. Sets up for special events (e. g. chairs, tables and other event requirements).
- L. Performs minor and preventive maintenance as necessary.

M. Conducts major annual cleaning (floor stripping and waxing) in classrooms and hallways.

N. Prunes shrubbery and trees as needed.

O. Assures that grounds are properly watered.

P. Performs other duties as may be assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____