

Custodian 2 – 20-30 Hours Per Week

Job Duties - DRAFT

November 2018

DAILY				
7:00 am to 11:00 am Shifts may alter to accommodate church events	Duty/Activity	Frequency	Time to complete	Equipment Supplies
	<ul style="list-style-type: none"> • Snow removal (beyond what the contractor provides) 			<ul style="list-style-type: none"> •
	<p>Church</p> <ul style="list-style-type: none"> • Disarm the security alarm • Unlock the Church • Empty de-humidifier if there is one • Check the lights for any burned out bulbs & replace as necessary 	Daily	30 min	<ul style="list-style-type: none"> • Alarm system • Master key(s)
	<p>Church Basement Bathrooms</p> <ul style="list-style-type: none"> • Mop floors • Wash mirrors • Check & fill toilet paper dispensers • Check & fill paper towel dispenser • Clean and sanitize sinks, faucets, toilets, and door handles • Check the lights for any burned out bulbs & replace as necessary 	Daily		<ul style="list-style-type: none"> • Gloves • Broom • Dustpan • Wetmop • Cleaning supplies • Sanitizer • Toilet paper • Paper towels •
	<p>Marian Hall Kitchen –</p> <ul style="list-style-type: none"> • Sweep and mop the floor, • Empty garbage and recycling/replace liners • Empty de-humidifier if there is one • Check the lights for any burned out bulbs & replace as necessary 	Daily		<ul style="list-style-type: none"> • Gloves • Mops • Cleaning chemicals • Buckets • Trash liners •
	<p>Marian Hall Bathrooms</p> <ul style="list-style-type: none"> • Mop floors • Wash mirrors • Check & fill toilet paper dispensers • Check & fill paper towel dispenser • Clean and sanitize sinks, faucets, toilets, and door handles 	Daily		<ul style="list-style-type: none"> • Gloves • Broom • Dustpan • Wetmop • Cleaning supplies • Sanitizer • Toilet paper • Paper towels •

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	<ul style="list-style-type: none"> • Check the lights for any burned out bulbs & replace as necessary 			
	<p>Outside Grounds (Church, Rectory, School)</p> <ul style="list-style-type: none"> • Put the flag out (before school starts) • Pick up trash • Empty any outside garbage cans • Empty ashtrays 	Daily		<ul style="list-style-type: none"> • Flag • Pick-up pinchers • Gloves
	<p>Unisex bathroom (main floor by Blessed Mother statue)</p> <ul style="list-style-type: none"> • Mop floors • Wash mirrors • Check & fill toilet paper dispensers • Clean and sanitize sinks, faucets, toilets, and door handles • Check the lights for any burned out bulbs & replace as necessary 	Daily		<ul style="list-style-type: none"> • Gloves • Cleaning supplies • Sanitizer • Toilet paper • Paper towels •
<i>See additional activities by day on the following pages</i>				

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AFTER THE WEEKEND & BEFORE THE WEEKEND (2x per week) AFTER Major Services (i.e. Holy days, Ash Wednesday, etc)			
Duty/Activity	Frequency (Mon & Thurs)	Time to complete	Equipment Supplies
<p>Church Entrance</p> <ul style="list-style-type: none"> • Clean and vacuum the rugs • Clean the glass doors • Mop the ceramic tile from the church entrance to the school keypad door • Check the lights for any burned out bulbs & replace as necessary 	2x weekly		
<p>Church Access (by Scrip Table & Coffee Kiosk)</p> <ul style="list-style-type: none"> • Sweep & mop the floor from the <u>upper access area</u> – including the <u>stairs to the lower level</u> – the <u>lower level floor</u> and <u>entrance to Clark Street</u> – the <u>stairs to the gymnasium</u> • Clean and vacuum rug – lower level Clark Street entrance • Check the lights for any burned out bulbs & replace as necessary 	2x weekly		
<p>Church Basement</p> <ul style="list-style-type: none"> • Sweep and mop the main floor • Men & Women’s Bathrooms <ul style="list-style-type: none"> - Mop floors - Wash mirrors - Check & fill toilet paper dispensers - Clean and sanitize sinks, faucets, toilets, and door handles • Check the lights for any burned out bulbs & replace as necessary 	2x Weekly		

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After Loaves & Fishes (Tuesday Mornings)			
Duty/Activity	Frequency	Time to complete	Equipment Supplies
Marian Hall <ul style="list-style-type: none"> • Sweep & mop floor • Empty all garbage cans & replace liners • Check the lights for any burned out bulbs & replace as necessary 	<i>1x weekly</i>		

FRIDAYS			
Duty/Activity	Frequency	Time to complete	Equipment Supplies
Gymnasium <ul style="list-style-type: none"> • Dry mop the gym 	<i>1x weekly</i> <i>More often if there is an event in the gym over the weekend.</i>		