

## **St. Benedict the Moor (SBM) Catholic Church**

### **Custodian – Part Time Position**

#### **POSITION SUMMARY**

The ideal candidate will be experienced in a custodian role focused on building upkeep. The Custodian is responsible for the appearance, cleanliness, and upkeep of the church buildings and grounds. This is a part-time hourly position averaging 24 hours per week, which does not offer benefits.

#### **LEVEL OF RESPONSIBILITY:**

The Custodian reports to the Pastor. The Pastor sets the overall work assignments, priorities, and deadlines. This position may also receive general direction from the SBM Administrative Assistant.

The person in this position is expected to work independently and should be a self-starter taking the initiative to perform assigned tasks without constant direction and instruction. Because of the nature of the role, the Custodian must demonstrate flexibility and ability to handle multiple tasks while maintaining a pleasant and helpful demeanor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, the individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Other duties may be assigned.

- Ensure the facilities, in Church, Rectory, Imperial Room and Quander Room, are clean and well-maintained, inside and out, when necessary
- Maintain cleanliness of the bathrooms and kitchens
- Set-up and take down tables in the Imperial Room and Quander Room for events, when necessary
- Move furniture, equipment, supplies, and tools as needed
- Maintain outer premises by watering plants, mowing grass, cleaning entrances, shoveling snow, if needed.
- Utilize insecticides to prevent infestation by dangerous pests
- Order supplies for the Church for maintenance of the church facilities through the SBM Administrative Assistant
- Perform maintenance and minor/small repairs (replacing broken switches, fixing door handles, minor leaks, replacing bulbs, etc.)
- Report major damages, equipment failures to Pastor and/or SBM Administrative Assistant and oversee repairs
- Maintain maintenance schedule for HVAC, exterminators, etc. and set-up required appointments
- Oversee outside maintenance and/or repairs of the facilities
- Secure facilities after operating hours as required

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and pass a background check.

- High school diploma or general education degree (GED) certificate
- Proven experience as custodian, janitor or in a similar role
- Ability to read and understand labels and instructions, particularly on the use and application of cleaning chemical and products.
- Proficiency in reading, speaking, and writing English language
- Knowledge of use and maintenance of custodian equipment (e.g. ladders, floor buffers, industrial cleaning equipment)
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices
- Attention to detail and conscientiousness
- Very good physical condition and strength
- Have strong customer service skills and the ability to get along with others
- Must have the ability to work independently, without supervision

**WORKING CONDITIONS – PHYSICAL DEMANDS:**

The custodian position is physically demanding. The custodian may spend the entire time at work standing, walking, lifting, operating medium weight cleaning equipment such as floor buffers; sweeping and mopping floors and moving furniture and emptying and carrying trash bags and other disposable materials to the outside receptacles, climbing stairs and ladders, stooping, crouching, kneeling, and pushing.

If you are interested in applying for this position, please submit your resume to Fr. Andy at [AndyGonzalo@yahoo.com](mailto:AndyGonzalo@yahoo.com)