

Saint Joseph School and Church

POSITION TITLE: CUSTODIAN

POSITION DESCRIPTION:

The custodian provides coordinated janitorial services in the school or church and provides set-up and cleaning services for evening or weekend activities in the parish facilities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Cleans and maintains assigned areas of parish properties on a daily basis, e.g., classrooms, hallways, washrooms, lavatories, rooms, drinking fountains, offices, cafeteria, gym, entrances, etc.
2. Inspects and cleans walls for graffiti and markings
3. Performs light maintenance as directed by Maintenance Supervisor.
4. Assists grounds persons as needed
5. Performs scheduled monthly, semiannual, or annual janitorial duties, e.g., floor waxing, painting, window washing, carpet cleaning, et cetera., as directed by Maintenance Supervisor in accordance with parish maintenance schedule.
6. Provides set-up and cleaning of facilities for evening or weekend activities as directed by Maintenance Supervisor

ANNUAL JOB EVALUATION

The custodian will participate in an annual job evaluation with the Maintenance Supervisor and Business Manager. The completion of the job description in an on-going and competent manner is the basis of job measurement.

SKILLS & QUALIFICATIONS

1. Ability to lift 50 pounds, climb ladders, perform physically strenuous activity related to maintenance, yard work, frequent lifting and standing, et cetera.
2. Ability to withstand exposure to climate change, uncomfortable temperatures and exposure to work related fumes.
3. Ability to work with equipment requiring considerable caution.
4. Must possess necessary janitorial skills.
5. Must have ability to perform outlined tasks with minimum supervision.
6. Must be self-motivated.
7. Must have some general knowledge of janitorial supplies and their applications.
8. Must be a person of integrity who respects private property and takes responsibility for the property assigned to him/her.

Education, Training and/or Experience

Some experience preferred.

WORKING ENVIRONMENT

Maintains regular hours, but this position requires frequent evening and/or weekend hours and some holiday work.

All applications need to be sent to shelbylogsdon@stjosephnashville.org or call 615-860-5030.