

**St. Paul the Apostle Parish  
Westerville, Ohio,**

Head Custodian

\$14.00 – \$17.50 per hour

Saint Paul the Apostle Parish, a 4,100 family Catholic community located in Westerville, Ohio (Columbus) is in search of a Head Custodian. The Head Custodian is a full-time position, with benefits, that is responsible for the supervision of custodial personnel, routine cleaning of all areas in parish buildings, and policing of the parish grounds. This individual reports to the Facilities Manager and maintains a clean and safe working environment for staff and visitors by personally performing the essential job responsibilities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Experience:** Previous custodial supervisory experience of three years required (five years preferred). Must be able to read, understand, and follow units of measure on product labels. Must have an excellent attendance record and demonstrated ability to exercise good judgment.

**Education:** Completion of a standard high school or trade school course or equivalent combination of experience and training required.

**Job Related Skills:** An understanding of communications and the Catholic perspective; the ability to serve others. Must have through knowledge of proper procedures for cleaning and maintaining resilient tile floors, carpeted floors, and terrazzo floors. This position requires frequent movement about the parish buildings to complete the essential job responsibilities outlined above.

**Interpersonal Skills:** Ability to work on a team and have harmonious relationship skills when dealing with co-workers and other parish employees, families, and the public. Maintain a pleasant attitude with a mindset of good customer service. Respond to parish leaders' needs regarding their specific ministry.

**Compliance:** BCI & I background checks and completion of Protecting God's Children program required. Offer of position is contingent on successful completion of both.

**Deadline Date:** December 31, 2017.

**Submitter's Name:** Michael Larkins, Facilities Manager

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