



Saint Cecilia Church and School

434-440 Norton Road, Columbus OH 43228 | Church 614.878.5353 | School 614.878.3555

Employment Opportunity School Custodian

Date Posted: November 22, 2021

Status: 40 hours per week

FLSA: Non-Exempt (Hourly)

I. JOB SUMMARY

Primary function is to maintain the school and other facilities of the parish. This person reports directly to the Facilities Manager. Hours of employment will be Monday – Friday 10:30 AM – 7:00 PM. Weekend hours, only as needed.

II. ESSENTIAL JOB RESPONSIBILITIES

- Clean and sanitize all school restrooms at proper time intervals throughout the school day.
- Sanitize all high touch areas in the school frequently throughout the school day (door knobs, light switches, lockers, etc.)
- Clean and sanitize the school at the end of the school day (beginning at 3:30)
- Clean and maintain other building facilities as needed
- Sweep, mop, scrub, and vacuum floors using cleaning solutions, tools, and equipment.
- Cleans or polishes walls, ceilings, windows, and building fixtures.
- Cleans walkways and parking lots.
- Dusts furniture, walls, and other equipment.
- Gathers and empties trash.
- Inventory supplies and keep all supply cabinets and rooms stocked
- Applies wax or sealers to tile, wood or concrete floors.
- Assists in building security, locking and unlocking.
- Assists with office equipment moves and meeting set-ups as needed.
- Reasonable verbal communication skills and personality to properly interface with parishioners, staff, visitors, and vendors.
- Must be able to lift 50 lbs.
- Other duties performed by request: works with outside contractors and inspectors, **maintains grass and lawn, assist with snow removal and salting**, fill in for other Maintenance position as needed.

III. POSITION QUALIFICATIONS

Education and Experience Required: High school diploma or GED. Two years of prior experience in building maintenance, preferably in a church or similar setting. Must possess a basic knowledge of cleaning methods and products.

Job Related Skills: Ability and mechanical understanding of the following machines, tools, and other special equipment used to perform job duties: Hand and small power tools, ladder, vacuum, floor buffer, cleaning, and polishing chemicals. Knowledge of HAZMAT regulations required. Must be able to work independently without supervision. Vehicles or Moving Equipment Driven as Part of Job: Lawn tractor, mowers, golf cart

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program prior to beginning work.

Compensation is commensurate with experience and ability. We offer paid time off and a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Benefits are according to Diocesan policy.

All interested candidates should submit a resume and references to Jason Stewart, jstewart@ceciliachurch.org.