

Our LADY of
PERPETUAL HELP
CATHOLIC PARISH

- Title of Position:** Evening Custodian
- Department:** Facilities Department
- Reports to:** Facilities Director, Pastor
- Position Hours:** Monday through Friday 2:30pm to 11:00pm
- Position Salary:** Full time with benefits (FLSA: Non-Exempt(Hourly))

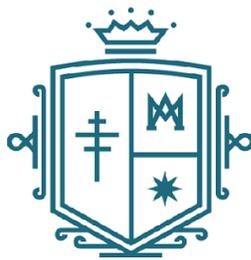
Overall Responsibilities:

Maintain a clean, sanitary, and safe working environment for all staff, students, and visitors by personally performing the following essential responsibilities. This position is responsible for performing general cleaning and upkeep of the School building.

Essential Position Responsibilities:

- Sweeps, vacuums, mops, scrubs, waxes and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines.
- Use ladders, dusts and washes walls, cleans ceilings and dusts light fixtures.
- Washes windows and door glass.
- Move classroom and Cafeteria furniture to clean areas.
- Sweep and mop classroom floors, empty trash daily
- Clean and disinfect restrooms, refill dispensers as needed.
- Remove stains from walls and floors using chemicals and cleaning solutions.
- Sweep exterior entrances, remove snow or perform other incidental seasonal tasks.
- Secures facilities nightly.
- This position requires frequent movement about the school building and campus to complete the essential job responsibilities as outlined above.
- Other duties as the Pastor and/or Facilities Director requires.

Position Individual Requirements:



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- High school diploma or GED.
- Preferably two years of prior experience in cleaning, preferably in a school, church, or similar setting.
- Knowledge of general mechanical systems, cleaning, and operating of cleaning equipment
- Must possess a basic knowledge of cleaning methods and equipment
- Must be able to work independently
- Must pay close attention to detail
- Possess the ability to communicate clearly with staff, students, and parishioners
- Have a neat and professional appearance
- Maintains confidentiality and respect for confidential information at all times
- Successful passing of the mandatory FBI and BCI background screening every 5 years
- Completion/scheduling of the VIRTUS "Protecting God's Children" program prior to beginning work.

Position Strength Requirements:

- Exerting up to 10 pounds of force constantly
- Exerting 10-25 pounds of force frequently
- Exerting 20-50 pounds of force occasionally

Position Hours:

- Monday through Friday 2:30pm to 11:00pm
 - These hours could be adjusted later at the applicants request

Position Benefits:

- Compensation is commensurate with experience and ability. Starting wage is between \$16.50 and \$17.00 per hour
- 14 annual paid holidays
- Start at 10 days/year PTO (for sick, vacation and personal time)
- Medical, dental and eyecare plan(s) available
- Life insurance, Short term, and long term disability insurance
- Other benefits according to Diocese of Columbus policy