



ST. JOHN NEUMANN
Catholic Church



Custodian: (Part Time, non-exempt)

Summary:

The custodian maintains a clean working environment for all parishioners, volunteers, visitors and staff. Ensures all interior areas are not only clean but also free from safety hazards and welcoming.

Essential Functions:

1. Cleans and sanitizes bathrooms.
2. Cleans, mops, washes, vacuums and buffs (as needed) floors in the FFC, church, chapel, and hallways.
3. Periodically polishes the pews Empties trash and collects recyclable materials.
4. Cleans and polishes fixtures.
5. Cleans windows.
6. Dusts and vacuums furniture.
7. Maintains MSDS sheets
8. Fills soap dispensers, paper towels, and toilet paper as needed; stocks hand sanitizer, masks and wipes.
9. Reports damages found while cleaning to the Business Manager.
10. Other duties as assigned

Reports to: Parish Administration Director

Skills

1. A thorough approach to cleaning.
2. Manages time to complete the cleaning within the specified time.
3. Adapts to changes in the cleaning schedule due to church programming.
4. Recognizes any safety, sanitary, or fire hazards and reports them timely to the Business Manager.

Qualifications:

1. Knows which cleaning solutions present hazards when mixed or used together.
2. Knows how to keep MSDS sheets and make them available for state inspection.
3. PGC Compliant

Experience:

1. 3- 6 month experience performing custodial work.
2. Ability to lift 25 pounds.

Hours and Compensation:

1. 20-25 hours per week, flexible schedule offered, availability on weekends is preferred
2. \$15/hour