

St. John the Baptist

Position Description

Title:	Weekend Custodian – Evening
Reports to:	Director of Maintenance
Direct Reports:	None
Provides Work Direction:	None
Receives Direction:	from Pastor, Associate Pastor, Parish Administrator School Principal, department heads, parish leaders as appropriate
FLSA:	Non-exempt
Hours:	Part-time, 10.5 hours per weekend
Schedule:	Saturday, 12:00 p.m. to 6:30 p.m. Sunday, 4:30 p.m. to 8:30 p.m.
Benefits eligible:	No
Last revision:	11/6/2017

Job Purpose: To provide maintenance and custodial services to all assigned buildings including cleaning, waste disposal, grounds and snow removal.

Statement on Working for the Catholic Church: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, nor can it embarrass the Church or give rise to scandal. It is preferred that this employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

Representative Responsibilities

Note: The following responsibilities, 1 through 14, are essential functions.

1. Parish Center: inspect restrooms on all levels. Where needed, remove trash and vacuum. Sweep and mop stairwells as needed. Clean restrooms (including restocking), windows and drinking fountains as needed.
2. Adoration chapel: sweep, mop, dust as needed.
3. Parish kitchen: sweep, mop, clean surfaces as needed.
4. Plaza: autoscrub floor as needed. Mop/sweep as needed. Arrange furniture or displays as requested.
5. St. Joseph Hall: note condition of hall; clean table surfaces, arrange tables, vacuum, all as needed or directed.

6. St. Joseph Hall kitchen: inspect kitchen for cleanliness and orderliness. Remove trash, sweep or mop kitchen and serving area, clean surfaces, all as needed.
7. Assist with set up or clean up of weekend hospitality as needed or directed.
8. Provide or assist with set ups as requested, including special displays or arrangements due to liturgical seasons or special events.
9. Replace light bulbs as needed or directed.
10. Perform snow removal and proper maintenance of snow removal equipment. This may require working before or after regular hours. Keep supervisor informed if schedule varies.
11. Assembles/disassembles and moves office furniture, equipment and modular paneling.
12. Assures cleanliness of all internal areas of assigned buildings: including meeting/classrooms, bathrooms, storage rooms and hallways.
13. Prepares and cleans work sites for facility/grounds maintenance projects.
14. Secure and arm all buildings that were in use during shift. (Parish Center, Church and School.)
15. Other duties as assigned by supervisor and/or the pastor or parish administrator.

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed, computer use and general building management.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

***Responds to night or weekend emergency calls** concerning the need for prompt on-site presence due to a break-down of equipment, a security break, fire, need to remove accumulated snow.

***Assists in preparing liturgical environment** as needed.

***Maintain appropriate levels of confidentiality** of all work data.

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor or pastor.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk () are essential job functions.*

Qualifications & Requirements of Position

Date: November 6, 2017

Title: Weekend Custodian –Evening

Qualifications

1. High School/Trade School Graduate
2. Regularly available for scheduled weekend shift.
3. Demonstrated interest, knowledge, skills and experience in this type of work, including plant heating and cooling systems, electricity, lighting and plumbing.
4. Must be able to pass a physical examination.
5. Must be able to pass a background check, sign Code of Conduct and attend safety training.

Mental Demands

1. Ability to accept supervisor direction and work independently.
2. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.
3. High level of organizational skills and ability to work under pressure and with interruptions.
4. Stay positive when exposed to negative influences
5. Enthusiastic, self-motivated and able to work without supervision, but obtain direction when needed.
6. Strong interpersonal skills
7. Understand the importance of confidentiality

Physical Demands

1. Work part-time, weekend hours.
2. Able to stand or walk for long periods of time.
3. Able to climb stairs and ladders.
4. Able to lift up to 40 lbs. using proper techniques; ask for assistance if needed.
5. Able to work long hours when the position demands.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date