

St. Anthony's of Padua Church Custodial Position Description

Position: Custodian

Supervisors: Leon Wheaten and Carl Fedele

Position Status: 20 Hours per week with occasional extra hours as needed.

Pay: \$16.00/hour with a one-time \$2.00/hour increase after two positive performance reviews.

Purpose: Responsible for the appearance, cleanliness, and maintenance of the building and grounds of St. Anthony's Church.

Job Responsibilities and Duties:

* The individual must be self-initiated and willing to take direction.

- Spot cleaning church and church hall, as needed.
 - o Sweeping and mopping
 - o Dust areas as needed
 - Maintaining clean restrooms:
 - o Replenishing tissue and towels,
 - o Emptying waste cans.
 - o Sweeping and mopping floors
 - o Toilets and sinks cleaned after all uses of the church and church hall
 - o Door handles and handicap handrails disinfected
 - Maintain inventory of cleaning and maintenance supplies
- Purchase receipts need to be obtained with a copy filed and the original turned into the parish center.
- Keep hallways and entrance areas clean and uncluttered
 - Open and close building daily as scheduled.
 - Mow grass, trim shrubbery, weeding, snow removal as needed, maintain clean church entrance and sidewalks.
- * Keep the garage and storage areas neat and organized.
- Keep church hall meeting area neat, clean, and properly set up.
 - Neatly organize tables and chairs for meetings.
 - Setting up for and cleaning up after weddings, funerals, and other social, community, and church events. Tables, chairs, and floor should be wiped and cleaned after each event.
- *General kitchen cleanup after events including counters washed, equipment stored, floors swept, washed, and disinfected.
- Performing other duties as assigned by supervisor and/or Pastor.
 - The individual is expected to diagnose and complete minor plumbing, electrical repairs, and painting as needed.
 - Exterior maintenance of rectory grounds.
- *Complete quarterly reviews with the supervisor.

I have received a copy, read, and understand the job description.

Date: _____ Signature (Church Custodian) _____