

**THE DIOCESE OF COLORADO SPRINGS
ST. MICHAEL CATHOLIC CHURCH
JOB DESCRIPTION**

Job Title: _____ General Cleaning Custodian _____ **Number:** _____

Reports To: _____ Pastor _____

Department: _____ Pastoral Administration _____

Full Performance Period: _____ 1 year _____ **Eligible for Overtime:** _____ No (Part-time) _____

Supervisory: *Employees:* No *Unpaid Staff:* No *Volunteers:* No *Contract Workers:* No *Boards:* No _____

Job Titles Supervised: None (Not Applicable)

General Purpose: To provide all general custodian services at the St. Michael Catholic Church complex (to include: the church (upstairs and downstairs), rectory, combined Offices and Child/Youth Religious Education (RE) building (upstairs and downstairs)) during regular business hours and non-classroom teaching sessions.

Essential Duties and Responsibilities:

Custodial: (During regular business hours)

- Operates vacuum or carpet steam cleaner and uses a broom or mop to remove dirt and debris from the floor areas.
- Cleans restrooms utilizing appropriate commercial cleaning solutions, mopping and stocks all paper products (including feminine hygiene supplies), as needed.
- Collects trash from church (weekly), rectory (bi-weekly), office, religious education classrooms and restroom areas (weekly), and deposits it in the designated dumpster' located outside the Office/RE classroom building.
- Dusts and provides light cleaning of offices, church, Narthex and Nave (Welcome and Worship) areas, shared social hall and kitchen spaces regularly.
- Cleans windows, as needed.
- Organizes janitor's closets, monitors cleaning and paper supplies and notifies the parish's Office/Business Manager regarding ordering of adequate and sufficient spare/supply stock.
- Promote and ensure compliance with the Bishops Charter for the Protection of Children and Young People, as needed.

Custodial Equipment Maintenance: (During regular business hours)

- Troubleshoot equipment malfunctions and replace motor belt or brushes, as needed.
- Move office furniture, when requested.
- Perform light maintenance and repairs, such as changing light bulbs and hanging pictures.

Other duties, tasks or responsibilities as assigned or delegated by the parish's incumbent Pastor, Parochial Administrator or Office/Business Manager.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision-making and Supervisory Responsibility:

	Supervised Positions	Offertory Counters	Volunteers	
HIRING	N/A	N/A	N/A	
ASSIGNING/SCHEDULING WORK	N/A	N/A	N/A	
MONITORING/CONTROLLING WORK	I	N/A	N/A	
DISCIPLINE	N/A	N/A	N/A	
PERFORMANCE EVALUATION	N/A	N/A	N/A	
SALARY RECOMMENDATIONS	I	N/A	N/A	
DISMISSAL	N/A	N/A	N/A	
BUDGET RESPONSIBILITY	Submits annual budgeting input and submits Purchase Orders (POs) to parish's Business Manager			
PROPERTY RESPONSIBILITY	Responsible for the appropriate stewardship of all parish resources, including capital maintenance			
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential and sensitive information on desktops or offices			

I indicates Input only
 R indicates responsibility for Recommending a course of action requiring one other approval
 F indicates responsibility for the Final Decision

Minimum Requirements:

- Education:** No specific requirements.
- Experience:** One to three years of general custodian experience in business environment preferred. Experience in the non-profit sector and organization desired.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- Ability to organize and prioritize workload to accomplish tasks and responsibilities.
- Ability to read and follow written and oral instructions.
- Ability to work independently.
- Ability to work to achieve a high standard for results.
- Ability to troubleshoot mechanical breakdowns of vacuum, carpet cleaner, and other related equipment.
- Ability to be trusted around sensitive or confidential data and information that may be left on desks in locked offices.
- Ability to operate light to mid-range custodial or janitorial equipment.
- Possesses an attitude of pride in workmanship.
- Submission of monthly time sheets to the parish's Office/Business Manager by the suspense date.

Physical Requirements of this position include:

FREQUENCY OF REQUIRED EXPOSURE/USE

WORK ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS		X	
NOISE			X
VDT/CRT USE	X		
DRIVING	X		
STANDING			X
SITTING	X		
WALKING			X
BENDING			X
WORK WITH OTHERS		X	
REPETITIVE MOTION			X
GASES/FUMES		X	
DUST			X
OPERATING MACHINERY	SELDOM	OCCASIONAL	FREQUENT
COPIER	N/A		
TYPEWRITER	N/A		
TELEPHONE	X		
FACSIMILE (FAX)	N/A		
10-KEY	N/A		
CALCULATOR	X		
COMPUTER	N/A		
LAWN MOWER	N/A		
EDGER/TRIMMER	N/A		
VACUUM CLEANER			X
MOP			X
CARPET CLEANER			X
FLOOR BUFFER	N/A		
CARPET SHAMPOOER			X

FREQUENCY OF REQUIRED EXPOSURE/USE

OTHER	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMIN.	X		
HEARING		X	
SPEECH		X	
OTHER			
TRAVEL:			
LOCAL		X	
NATIONAL	N/A		
INTERNATIONAL	N/A		

MOVING EQUIPMENT AND SUPPLIES

	SELDOM	OCCASIONAL	FREQ.
LIGHT (Under 5 lbs.)			X
MODERATE (5-20 lbs)			X
HEAVY (Over 20 lbs.)		X	

DESCRIPTION OF MOVEMENT

	SELDOM	OCCASIONAL	FREQ.
LIFT/LOWER			X
CARRY			X
PUSH/PULL			X
REACH ABOVE			X

AVAILABILITY

	SELDOM	OCCASIONAL	FREQ.
EVENINGS			X
WEEKENDS			X

