



Job Description For Custodian/Maintenance Worker

Position Title: Maintenance Supervisor

Reports to: Facility Manager

Job Description:

The Custodian/Maintenance Worker provides routine maintenance for the parish facilities and grounds, including semi-skilled carpentry, plumbing, electrical, and other minor repair work. He/she sees to the upkeep of the buildings, mechanical, plumbing and electrical systems, and the grounds. He/she also conducts preventive maintenance and safety audits. Although he/she may occasionally supervise one or more maintenance employees, he often personally performs many maintenance/custodian functions.

Duties and Responsibilities:

Daily Responsibilities:

- Check-in with both Pastoral Center and Education Center offices in case there are immediate needs and to check your box for work orders.
- Walk campus for safety and cleanliness and complete the daily Education Center safety check sheet
- Ensure parking safeguards are in place at back parking lot
- Prepare Social Center for lunch program, including ensuring lunch area/kitchen have empty cash cans ready for use.
- Clean up after lunch program in the gym, including cleaning under and around tables and cleaning the tables
- Review calendar to ensure rooms are opened for evening events
- Sweep, vacuum, scrub, wax and polish surfaces as needed
- Pick up refuse on grounds

Weekly Responsibilities:

- Attend Monday staff meeting
- Cut and edge all lawns weekly, including Rectory lawns
- Clean Pastoral Center offices/meeting rooms/restrooms and kitchen each Wednesday (including removing trash, vacuuming, mopping, and filling dispensers as needed)
- Clean Pastoral Center restrooms on Friday for Saturday use (including removing trash, vacuuming, mopping, and filling dispensers as needed)
- Review event schedule for setup/strike for the coming week and plan accordingly
- Maintain your work calendar with work orders and request info so that timely progress can be made.
- Be flexible to changing needs and priorities.

Non-routine:

- Emergency maintenance needs
- Empty and completely clean staff refrigerator/freezer on Christmas break and mid-June break between regular school sessions and summer school

- Floor covering maintenance as needed
 - Carpets
 - VCT in all buildings
 - Tile

Supervisory:

- Inspect job performance of custodian service
- Inspect job performance of weekend custodian
- Train weekend custodians on quality of job performance
- Pass on work orders to weekend custodian

Qualifications:

Knowledge of modern cleaning and maintenance methods and use and care of cleaning materials and equipment.

Ability to use cleaning materials with skill and efficiency, perform heavy physical labor, lift and carry 100 pounds, follow a work schedule and oral and written directions, maintain confidentiality, and work cooperatively with others.