

JOB DESCRIPTION

Position Title: Custodian	Status: Non Exempt
Department:	Rank:
Supervisor's Title: Pastor	Approval Date:
Revised:	Compensation Review:

Job Summary:

Responsibilities include janitorial and housekeeping services to ensure the parish and school are clean and safe.

Actions required to be consistent with Culture and Values:

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

Knowledge, Skills, & Abilities:

Knowledge

- Requires high school diploma or equivalent.

Skills & Abilities

- Verbal and written communication skills.
- Ability to learn through on the job training.
- Detail-oriented.
- Ability to take direction.
- Ability to work with minimum supervision.
- Ability to establish effective working relationships with staff and others.
- Comply with OSHA Safety and Health rules.

Duties and Responsibilities:

“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”

1. Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
2. Performs typical janitorial, cleaning/housekeeping tasks and grounds keeping duties.
3. Washes and sanitizes bathroom fixtures daily; including mopping, wiping and disinfecting of bathrooms.

4. Washes windows.
5. Moving furniture.
6. Mopping, vacuuming, dusting of offices and common areas.
7. Disposing of recyclables and trash.
8. Counting inventory and communicating needed supplies.
9. Attend Building and Grounds Committee meetings.
10. Perform other duties as assigned.

ADA

Physical/Visual/Mental Demands:

Position requires ability to lift at least 50 pounds, use chemical and cleaning solutions, to understand and follow verbal and written instructions, stand for most of working hours, some bending and crawling, using a ladder, and use of maintenance equipment. Regularly exposed to dust, odors, oil, fumes and noise.

Typical Working Conditions:

Position requires an individual to work outside in all types of elements. Typical hours are Monday through Friday 6:30 a.m. to 3:30 p.m. However, position requires working Saturdays and Sundays at the discretion of the supervisor.

Nature of Supervision Received:

Position requires the ability to work independently, to accomplish specific tasks assigned and meet various deadlines.

Judgment Exercised/Decisions Made:

Decisions are generally routine in nature with some deviations. Recommends procedural improvements for performing duties in most efficient and effective manner.

Financial Responsibility:

None

Supervision Exercised/Number of Employees Supervised:

None

Signature _____ Date _____