

## ST. ANDREW CHURCH CUSTODIAN POSITION

### BASIC POSITION REQUIREMENTS:

- On-going janitorial services of all areas of the church and parish center.
- Other duties as assigned.
- Detailed description of duties begins on the next page

### HOURS and SALARY:

This position is budgeted between 12 to 15 hours per week. Base salary is \$10.00 per hour.

### PHYSICAL REQUIREMENTS:

1. Ability to climb and function on a 6' ladder.
2. Able to lift up to 40 pounds.
3. Able to work with various types of cleaners or other nonhazardous chemicals.

### JOB APPLICATION:

See Deacon Terry Starns, Parish Life Coordinator, to submit resume' or to make inquiries.

*Phone: (563) 381-1363 E-mail: bluegrassstandrew@diodav.org*

## **ST. ANDREW CHURCH CUSTODIAN POSITION**

### **CLEANING TASKS FOR CHURCH AND PARISH CENTER**

The following cleaning tasks are to be considered as the routine activities, which are to be performed on a weekly basis (unless noted otherwise). These tasks comprise the job description for the church and parish center custodian.

#### **CHURCH RELATED TASKS**

1. Dust and clean (including cobweb removal) all woodwork including: mopboards, window frames and sills, doors and trim, pew, statues, wall hangings, baptismal font, altar furniture, piano, organ and furniture in various rooms (chairs, tables, kneelers, etc.).
2. Vacuum (and remove spots as needed) all carpeted area including: main church area, daily chapel, sacristy, reconciliation room and 24-hour chapel. Vacuum and clean upholstered furniture as needed.
3. Clean restrooms in sacristy and gathering areas including: sinks, stools and urinals, mirrors, walls and partitions, changing table, empty trash receptacles, fill all dispensers, damp mop floors and plunge stopped up toilets.
4. Clean kitchenette including: Damp wipe cupboards and counter top surfaces, clean sink, empty waste receptacles, wipe off coffee maker and wash coffee pots, damp mop floor and clean refrigerator outside and inside.
5. Clean windows including: all entry doors, all gathering area glass, main church interior glass and daily chapel area glass. All interior glass panels are to be cleaned on a weekly basis. All exterior glass panels are to be cleaned on as needed basis (emphasis on more frequency during summer months with watering of landscaping).
6. Clean gathering area including: damp mop floor, empty trash receptacle, straighten missalettes in holding racks, vacuum entry way carpet insert, straighten coat rack and dust library shelves as needed.
7. Miscellaneous tasks performed as needed include:
  - A. Dust walls and remove smudges
  - B. Sweep mechanical rooms
  - C. De-lime baptismal font bowl
  - D. Wash pitcher and bowl used for washing of priest's hands at Mass
  - E. Furnish and launder all rags and towels used for cleaning
  - F. Order and maintain stock of cleaning supplies

## **PARISH CENTER RELATED TASKS**

### **WEEKLY TASKS INCLUDE:**

1. Sweeping floors in center section and class room areas, as needed.
2. Cleaning entry doors and windows.
3. Clean rest rooms.
4. Sweep and damp mop floors in restrooms, entry area and kitchen.
5. Empty all waste receptacles.
6. Vacuum carpeted floor mats.
7. Dust mop and damp mop center areas as needed.

### **MONTHLY TASKS INCLUDE:**

1. Clean all lower windows (May through October).
2. Sweep the mechanical room.

### **AS NEEDED TASKS INCLUDE:**

1. Spot clean seats as needed.
2. Clean and tidy kitchen as needed.
3. Clean offices as needed.
4. Light snow removal on sidewalks, applying deicer to sidewalks.
5. Some lawn mowing and weeding of flower beds when volunteers are unavailable.

### **SPECIAL TASKS:**

For special Masses and for special celebrations the church is to be cleaned before and after the Mass or celebration, as needed. A non-inclusive list of such occasions includes: Christmas/Eve Mass, Holy Thursday Mass, Good Friday, Holy Saturday Mass, weddings, funerals and Confirmation. Consult with the Parish Life Coordinator regarding Special Tasks.

### **HOURS and SALARY:**

This position is budgeted between 12 to 15 hours per week. Salary is negotiable.

### **PHYSICAL REQUIREMENTS:**

1. Ability to climb and function on a 6' ladder.
2. Able to lift up to 40 pounds.
3. Able to work with various types of cleaners or other non-hazardous chemicals.

### **JOB APPLICATION:**

Resume' may be submitted to Deacon Terry Starns, Parish Life Coordinator.

### **DISCLAIMER:**

This description and statements contained within, is intended to describe the general nature and level of work performed by employee(s) in this position, and is not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment, and is subject to change at the discretion of the Parish Life Coordinator of St. Andrew Church.