

ASCENSION CATHOLIC CHURCH

POSITION TITLE: Custodian

Opening Date: 10/10/2022

Closing Date: When Filled

Location of Job: Ascension Catholic Church

Location Address: 743 SE 76th Ave, Portland, OR 97215

Position: Part-time, not benefits eligible.

Position Summary: Maintains the buildings and property of the parish/school, ensuring that all facilities are in working order. Cleans the buildings and property of the parish/school. Handles janitorial responsibilities and other upkeep as needed.

Primary Responsibilities:

- Ensures that the church, church vestibule, sacristies, parish, and associated property are maintained in a clean and orderly manner.
 - Vacuuming, dusting walls, art, and surfaces, polish furniture, straighten chairs and maintain hardwood floors.
 - Informs Maintenance of bulbs that need to be replaced.
 - Washes windows.
 - Cleans bathrooms and washes windows.
 - Keeps janitorial closets and cupboards clean, orderly and locked at all times.
- Maintains grounds in a clean, safe manner.
 - Keeps all entries free from litter.
 - Waters as needed.
 - Keeps driveway(s) and sidewalk(s) clean of snow and ice (apply de-icer as needed).
 - Monitors hot water, heating and ventilating systems, informing Maintenance if repair or maintenance is needed.
 - Collects and disposes of trash and recycling.
 - Secures premises upon completion of work.

- Maintains an inventory of lighting, cleaning and maintenance supplies.
- Return rooms to standard format as needed, and file and submit a report to the Campus Manager.
- Maintains confidentiality.
- Handles other duties as assigned.
- Conducts emergency clean-ups and repairs as needed.
- Conducts periodic maintenance activities.
- Communicates maintenance and repair issues to the Director of Facilities.

Required Knowledge, Skills, and Abilities:

- High school diploma or equivalent.
- 3 years of experience in and/or familiarity with a parish or school setting preferred.
- Collaborates with others to enhance the work environment.
- Ability to work independently.
- Ability to work well with others.
- Ability to work in a fast-paced environment.
- Skilled in critical thinking and planning.

Working Conditions:

- Required to work some weekends.
- Required to manage high to moderate levels of stress.
- Required to work in standard school conditions.

Hours/Salary:

- Evening shift 3:30PM – 12:00AM.
- Ability to work flexible hours as necessary.
- Salary based upon experience.

Physical Demands: While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motions of the hands/wrists. Employee must be able to lift or carry furniture, equipment, and supplies; perform strenuous walking, stooping, bending, pulling and pushing, climbing, twisting, grasping, and reaching overhead; work with chemicals;

tolerate exposure to dust; navigate slippery and uneven walking surfaces; and lift and move items up to 30 pounds. Some exceptions may be made in accordance with ADA.

**Please send resume and cover letter to [Sharon Grigar](mailto:sgrigar@ascensionpdx.org)
sgrigar@ascensionpdx.org to apply or with any questions.**