

EPIPHANY PARISH
—LIGHT THE WAY—
Maintenance/Custodian
Job Description

REPORTS TO: Business Manager
FLSA STATUS: Part-time Non-exempt

EFFECTIVE DATE: July 1, 2025
SUPERSEDES: June 1, 2020

PRIMARY FUNCTION OF THIS POSITION: This position provides safe, attractive, comfortable, and clean facilities and performs basic maintenance and some grounds keeping for Epiphany Parish buildings and grounds. (Weekly cleaning, snow removal, and lawn care are contracted out.)

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Assures church buildings and grounds are cleaned and maintained in a manner that provides a healthy, safe and attractive physical environment
 - a. Checks outside buildings for damage, litter and/or conditions of general deterioration
2. Provides set-up of facilities for parish activities as requested
3. Performs plumbing, electrical, carpentry and other minor repair work on the facilities
4. Performs minor construction, basic mechanical maintenance and implements preventative maintenance scheduled on buildings and equipment to include changing of filters
5. Paints and repairs walls, various types of furniture, doors, windows, floors, gates, roofs, ceilings and sidewalks
6. During the winter months, ensure there is ample salt available for use at all Epiphany Parish buildings; to include monitoring of grounds prior to funerals or other large activities
 - a. Shovels and/or salts/sands walks and steps as appropriate keeping them neat and clean at all times
7. Maintain inventory and recommends purchase of suitable supplies, tools, and equipment
8. Know where electrical panels and water valves are located
9. Keep all supply rooms neat and orderly
10. Conduct an ongoing program of general and preventative maintenance, upkeep, security, repair and painting
 - a. Check emergency/panic hardware at least once a month to include all exit signs parish buildings
 - b. Take recycling to the recycle center as needed
11. Work with any vendors such as plumbers, electricians, contractors, etc., as needed.
12. Assumes responsibility for other duties assigned by Pastor and/or Business Manager

POSITION SPECIFICATIONS/REQUIREMENTS: To perform this job successfully, an individual must be able to perform satisfactorily each essential duty. The requirements listed below represent required knowledge, skill and/or abilities.

Required:

1. Working knowledge of, ability to use properly and safely, equipment, materials and supplies used in building and grounds maintenance and to do minor repairs
2. Ability to perform outlined tasks with minimum supervision
3. Knowledge of basic maintenance

4. Active participation in the work of the Catholic Church and ability to participate in the full sacramental life of the Church
5. Has a high level of communication skills both verbal and written with the Pastor, parish staff, parishioners, and the community
6. Has a high level of integrity and sense of responsibility with regards to confidential information
7. Valid driver's license or ability to obtain prior to employment

PHYSICAL DEMANDS: Employee is regularly required to walk, stand, bend, stoop, kneel, crouch or crawl, and talk and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls; reach with hands, arms; and climb or balance. This employee must frequently lift and/or move up to ten pounds, regularly lift and/or move up to fifty pounds, and occasionally lift and/or move more than one hundred pounds. This position may require evening and/or weekend/holiday hours.

The physical demands described above are representative of the physical capabilities that must be met by an employee while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.