



11400 57th St NE, P.O. Box 127
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Job Title: Parish Center Custodian
Reports To: Business Administrator
FLSA Status: Non-Exempt
Starting Date: Immediately

Department: Custodial
Indirect Report: Administrative Assistant
Hours: Part-Time | 20 Hours / Week | Evenings & Weekends
Salary: Based on Experience

Purpose of Position: To provide a clean, sanitary, safe and aesthetically pleasing environment at the parish center.

Essential Functions:

Post Event Responsibilities

- Ensure all garbage has been emptied and new liners placed in the cans – kitchen, bathrooms, dining hall, entryway. Wash out any can that is dirty/has liquid spills in it
- Vacuum – All entry rugs and hallways
- Dining Tables – wash all tables and put away
- Dining Chairs – wipe down as necessary. Stack on rolling carts and put away
- Dining room – dust mop to remove debris. Mop/run the floor scrubber as needed to clean the floor. (the floor **MUST** be scrubbed for **ALL** events that serve food)
- Bar Area – wash all counters, sinks and other areas that were used. Sweep and mop the floor.
- Bathrooms - wipe everything down, re-stock supplies, sanitize, sweep and mop floors.
- Reset tables and chairs for the next upcoming event

Daily/Weekly Responsibilities

- Check with office for any daily messages
- Make sure the bathrooms are clean and well stocked
- Make sure garbage is empty.
- Clean/tidy classrooms as needed
- Pick up debris outside the building.

Occasional/Monthly Responsibilities

- Full window washings
- Submit supply order request to business administrator
- Dust as needed
- Submit maintenance requests to business administration

Job Qualifications:

- Experience working as a custodian/cleaner
- Demonstrated skills and interests in this type of work
- Must be able to work independently to accomplish tasks within allotted time.
- Must be responsible in carrying out high quality work
- Must be able to work evenings, weekends and overnight (weekends) as needed.
- Must be available to meet at least monthly with supervisor and/or attend meetings regarding the care of the Parish Center.
- Must pass background check and safe environments training.
- Must agree to Archdiocese Code of Conduct.
- Must pass pre-employment physical.

Mental Demands

- Dependable and punctual
- Knowledge of cleaning materials and chemicals and safe use of all materials
- Enthusiastic, self-motivated and able to work alone without supervision, obtaining direction when needed
- Ability to work under pressure and with interruptions
- Plan for and implement multiple concurrent tasks
- Ability to plan, organize and meet deadlines
- Ability to be pleasant and service-oriented
- Keeping supervisor and others informed
- Always maintain a positive and helpful attitude, even during difficult times

Physical Demands

- Work with repetitive motions for extended periods of time
- Lift and move objects using proper techniques up to 45 pounds
- Good working techniques in pushing, pulling and other motions are required
- Work requires extended periods of standing

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organizations needs change, my job description may change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date