

## **St. Joseph on the Rio Grande**

### **Posting Of Position Availability**

**Title:** Maintenance 1 (Custodian)

**Division:** ST. Joseph on the Rio Grande church/Nazareth Center

**Immediate Manager:** Facility Manager

**Status:** Part-time M-F

**Work Conditions:** Lifting up to 60lb. Must be able to carry a Bac-Vac for up to 2hrs.

May be required to work overtime during peak periods & some weekends

Must have a keen eye for detail & diligence

#### **Major Functions and Responsibilities:**

Operate an auto scrub floor machine. Some experience of floor care (stripping & waxing floors) Follows proper safety procedures in the use of chemicals, & procedures. Keeps the building & property in clean orderly condition. Performs heavy cleaning duties. Sweeps, mops, scrubs, or vacuums floors. Dusts furniture, walls, and equipment. Scrubs, sanitizes, and supplies restroom facilities.

#### **Qualifications:**

- A. Education/Work Experience/Skills and Personal Requirements
- High school graduate with working knowledge of customer service custodian skills
  - At least 2 years of custodian experience
  - Ability to work well with all staff, & manager
  - Must pass a pre-employment criminal background check & drug test screening
  - Ability to work independently
  - Reliable Transportation
  - Must be US Citizen

#### **Specific Duties:**

1. Completes assignments and duties within the procedures established for that job
2. Maintains equipment/tools used for the custodial maintenance department
3. Will be assigned to assist manager, parishioner's, staff.
4. Detailed cleaning in all assigned areas
5. Must be able to lift up to 60lb
6. May be called upon, at the discretion of the immediate manager, to perform comparable duties of a similar or related nature or to assist areas where the Catholic church needs require.
7. Reports any building problems to the Manager immediately.

**Pay Step:** To be determined on custodial experience

**Contact:** Parish office (505)839-7952 & ask to speak to Lawrence

Status: Part-time M-F 8a.m. - 12p.m. (must have flexible schedule)

Pay rate: 12-14hr. Depending on custodian customer service experience

Qualifications:

Must pass a pre-employment criminal background check & drug screening test

Ability to work well with all staff & parishioners

Must be able to carry a Bac-vac for up to 2 hrs. (vacuuming)

Must be able to lift up to 50lb

Reliable transportation

Must have at least 2yrs. custodian experience

Be able to read, understand, follow, & enforce safety procedures

Ability to work independently

Have a keen eye for detail & diligence

Ability to be responsive to change. You may be asked to undertake additional or alternative tasks & duties as the needs of the parish dictate provided, they are within the employee's capabilities & skill base.

If interested in the position, please come down to the SJRG parish to get an application or call (505) 839-7952 & ask for Lawrence J.