

THE CHURCH OF ST. ODILIA
3495 North Victoria
Shoreview, MN 55126

POSITION DESCRIPTION

POSITION TITLE: Day Time Custodian

DATE: February 2026

FSLA STATUS: Non-exempt

REPORTS TO: Facility Manager

DIRECT REPORTS: None

PROVIDES WORK DIRECTION TO: None

RECEIVES WORK DIRECTION FROM: Facility Manager, School Principal

DIMENSIONS: Time: Full Time (40 hours per week),
12 months position Subject to Change

PURPOSE:

Responsible for custodial systems and ensures a clean and safe environment for students, staff and public. Performs maintenance duties necessary to keep the facilities and grounds in a clean and orderly environment and assists in the preparation of the facilities for special use.

GENERAL RESPONSIBILITIES:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese. This position does not require that the employee be a Catholic. It is expected however that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation of the religious practices of employees not of the Roman Catholic faith will similarly be provided.

REPRESENTATIVE RESPONSIBILITIES:

- Sweeps, dusts, arranges furniture, empties trash, recycle bins, pencil sharpeners, and cleans chalkboards / whiteboards.
- Washes walls, doors, woodwork, windows / glass, and cleans / polishes metal surfaces.
- Cleans and maintains hard and soft surface floors to include but not limited to: Sweeping, mopping, vacuuming, scrubbing, waxing, sealing, extracting, and stripping floors.
- Cleans, sanitizes, and deodorizes restrooms, locker rooms, health service areas, and drinking fountains.
- Haul and remove trash / recycling.
- Removes / reports acts of graffiti and vandalism.
- Performs minor repairs and maintenance items.
- Willing to operate heating, A/C, ventilation, electrical and mechanical systems. Operations will be limited to turning equipment on/off and/or setting day/night cycles.
- Take necessary action to prevent the occurrence of emergencies by repairing, or reporting broken windows, doors and locks, and by reporting unsafe conditions.
- Assists in the maintenance of lawns, landscaping, concrete and blacktop surfaces and playgrounds, including pedestrian walkways snow and ice removal.
- Assists with set-up, tear down, and cleanup of all school activities such as sporting events, concerts and other meetings or special events.
- Operates security systems and secures building at the conclusion of shift, and ensures the building is secure by locking windows and doors.
- Move furniture and other heavy moving and lifting.
- Assists with putting away deliveries.
- Estimate needs and requisitions for supplies and equipment.
- Must maintain safe maintenance practices and adhere to safety requirements.
- Performs other duties as assigned.

OTHER RESPONSIBILITIES INCLUDE:

The Day Custodian does not have authority to make policy decisions or enter into contractual arrangements.

Budget expenditures must be authorized by the Facility Manager or the Parish Administrator.

Follow safety rules and practices at all times while performing the functions and responsibilities of this position.

May not make any repair or conduct any maintenance activity that may disturb asbestos without consulting first and obtaining permission of the Asbestos Program Manager (Designated Person).

The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of duties and tasks are outlined in supplemental documents.

Due to changing parish needs and/or structural organization, it is likely that this job description will require modification. It is the desire of the Church of St. Odilia that any such modification be made by mutual consent. However, it is understood that the needs of the parish community must take priority in any such modification.

Performance will be measured against the functions described within, compliance with parish policy and procedures, and progress toward and completion of mutually agreed upon annual personal goals and objectives.

QUALIFICATIONS:

- Must be at least 18 years of age, with a High School Diploma or GED.
- Solid work history with good attendance.
- Able to achieve Special Boiler License within 6 months of hire date.
- Maintains good hygiene with neat and clean appearance.
- Work collaboratively with a high level of integrity in a diverse environment with people of all ages including students.
- Ability to accept work direction.
- Ability to work alone or as a team with minimal supervision.
- Ability to communicate and follow written and oral communication.

- Ability to perform light maintenance.
- Demonstrated positive attitude towards people with whom one works, ability to work cooperatively and willingness to accept instructions and training.
- Satisfactory past performance record, indicating the knowledge of district maintenance methods and procedures, which indicates the capability of instructing subordinates in the proper use of district methods and procedures.
- Basic working knowledge of personal computers and office machinery.
- Willingness to continuously learn and be open to feedback to improve individual performance.

MENTAL DEMANDS:

- Able to work alone without supervision, obtaining direction when appropriate and possess the ability to collaborate with and support other staff as necessary.
- Must be dependable and punctual.
- Ability to understand written and verbal communication in English.
- Able to monitor multiple projects.
- Able to work well with others.
- Able to work under pressure and with frequent interruptions.
- Confidentiality and integrity.
- Maintaining a positive and helpful attitude.

PHYSICAL DEMANDS:

- Lift heavy objects of fifty (50) pounds or more.
- Go up and down stairs.
- Climb ladders or other climbing apparatus such as scaffolding to a minimum height of 12 feet.
- Dexterity that enables the incumbent to reach, bend, twist, crouch, stoop, crawl, all while maintaining good balance.
- Work 40 or more hours per week.
- Good work techniques in lifting, pushing, pulling, and other motions as required.

SIGNATURES:

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

EMPLOYEE SIGNATURE:**DATE:**

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

SUPERVISOR SIGNATURE:**DATE:**