# Job Description

**Custodian**
**Our Lady of Victory Parish Northville**

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| **Immediate Supervisor:** | Custodial Supervisor |
| **Work Location:** | Church & Administration Building |
| **Hours:** | 15 - 19 Hours/Week (Evenings) |
| **Classification:** | Non-Exempt |

## Summary

The Custodian provides janitorial services in the church, parish offices and meeting rooms, performs minor maintenance duties, sets up and cleans up for evening and weekend activities and secures facilities at end of day.

## Essential Functions

- Monitors and maintains the facilities with safety as the highest priority
- Tracks parish daily scheduled activities through parish electronic calendar
- Cleans church, meeting rooms and parish offices
- Operates and maintains assigned power equipment and hand tools; auto scrubbers, high pressure washers, extractors, vacuums, brooms, mops and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, windows, etc.
- Assists in maintaining the grounds in a clean and safe manner including:
    - Snow removal (clearing sidewalks and salting areas)
    - Inspecting and cleaning facilities for graffiti and markings and conditions of general deterioration
    - Collecting and disposing of litter, trash and recycle materials
    - Weeding, trimming, pruning and watering of landscaping
- Performs regularly scheduled duties such as floor waxing, window washing, carpet cleaning
- Assists with inventory control and reports cleaning supply needs to supervisor
- Secures building at the end of the day – checking for unlocked doors and windows, turning off lights, arming security system
- Performs other related duties as assigned

## Competencies

Self-starter
Organized
Detail Oriented
Creative Problem Solver
Communicator

**Physical Demands**

Requires the ability to do a wide variety of moderate physical activity both indoors and outdoors;

- Physically active for long periods
- Standing and walking for extended periods
- Lifting, carrying, pushing/pulling of objects and materials up to 50 pounds
- Repeating the same motions
- Kneeling, stooping, crouching and crawling
- Bending, stretching, twisting or reaching out
- Climbing stairs
- Performing minor ladder work
- Working outside in the heat, cold, rain or shine

**Required Education and Experience**

- High School Diploma or equivalent
- Possess necessary custodial skills – some janitorial experience preferred
- General knowledge of janitorial supplies and their applications
- Ability to perform outlined tasks with minimum supervision
- Ability to perform the physical aspects of the position
- Self-motivated and prompt in performing tasks
- Available to work evenings and weekends
- Willingness to support the mission of the parish and the Catholic Church
- Ability to maintain confidentiality in all areas of responsibility
- Strong integrity and honesty

**Additional Eligibility Requirements**

Willing to provide authorization to the parish for a criminal background check
Willing to participate in a Protecting God's Children Workshop

**Affirmative Action/EEO Statement**

Our Lady of Victory Parish Northville is an equal opportunity employer and does not illegally discriminate based on race, color, religion, national origin, sex, age, disability, height, weight, genetic information, or marital or other legally protected status. Our Lady of Victory is committed to achieving excellence through cultural diversity and encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.