

HOLY TRINITY CATHOLIC CHURCH

Location: Parish and School Office, hours 6:30 am to 3:00 pm with an unpaid ½ hour lunch
Job Title: Daytime Custodian
Category: Level II Janitor/Custodian;
Employment: At-will, non-exempt, hourly; 40 hour week, 12 month position
Supervisor: Facilities Manager

GENERAL DESCRIPTION: Under direction, assured that the church, school and other parish buildings are maintained in a clean, orderly and welcoming manner.

RESPONSIBILITIES:

- Maintain parish and school buildings and grounds to provide effective operations for Holy Trinity Catholic Church and School.
 - Unlock buildings in preparation for the work day.
 - Remove and dispose of debris from the buildings and grounds as needed.
 - Clean and sanitize bathrooms, floors, stairwells and other building areas, including spills, and other “emergency” cleaning needs, etc.
 - replenish or restock necessary supplies.
 - Maintain and sanitize the drinking fountains and ice machine.
 - Report safety, sanitary and fire hazards to the Facilities Manager.
 - Seek and obtain necessary certification(s), as required,
 - As directed, assist lunchroom with setup, teardown, cleaning and trash removal
 - Work on special projects as assigned.
 - Travel for business errands (local only)
 - Assist with security issues as directed
- Assist with snow removal from the sidewalks, entrances, parking lot, steps and frequently traveled areas of the buildings and grounds as needed.
 - Prepare the parking lot for seasonal snow by removing speed bumps, etc.
 - De-ice or apply materials such as ice melt, salt or sand to sidewalks, entrances, parking lot, steps and frequently traveled areas of the buildings and grounds, as needed.
- Report any safety concerns or actions, which may need attention, to the Facilities Manager or the School Administration...
- Maintain equipment and tools used in the course of work to provide effective operations for Holy Trinity Catholic Church and School.
 - Perform routine repairs, as needed or required.
 - Perform preventative maintenance tasks, as needed or required.
 - Report safety concerns to the Facilities Manager.
 - Communicate the need for the upgrade or purchase of equipment to the Facilities Manager.
- Review daily work and assignments and refer any concerns or requests to the Facilities Manager, School Administration and Custodians, as appropriate, which may need attention
- Working with Facilities Manager, follow work order system as directed, Evaluate phone inquiries, voice messages, email communications and requests, determining importance and respond appropriately and timely, and when necessary, refer to the Facilities Manager.
- Must be available for communications and requests, at all times during the work day.
 - Communicate daily schedule and work assignments with the Facilities Manager.
 - Request and schedule any absence from the work day with the Facilities Manager, prior to making plans or schedules, unless in an emergency or unforeseen situation or circumstance.
- Move or rearrange chairs, tables, desks, furniture, and other equipment, as requested or required.
- Haul and move items and pick up parts or other equipment as requested by the Facilities Manager or the School Administration.
 - Replace light bulbs and globes, as needed.
- Order and purchase maintenance and equipment materials and supplies for the parish and school grounds, as approved by the Facilities Manager or School Administration.

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- Maintain a record and inventory of purchases and supplies within budgetary guidelines.
 - Submit purchase receipts and invoicing to the Facilities Manager and the Business Manager.
 - Refer all supplier and vendor contracts and contacts to the Facilities Manager.
- **Foster and maintain good communication and effective collaboration with staff, parishioners and the public.**
- Perform other duties or special projects, as required or assigned, which are reasonably within the scope of duties enumerated above.

REQUIREMENTS and QUALIFICATIONS: The Custodian is an at-will, hourly paid, 40 hour week position and reports directly to the Facilities Manager. This position requires high school diploma or equivalent; knowledge of modern maintenance methods; use and care of maintenance/cleaning materials and equipment; good organization and planning skills; must be a self-starter with the ability to work independently and manage multiple tasks simultaneously; follow a work schedule and oral and written directions; communicate effectively in English both orally and in writing; a person with sufficient maturity, professionalism and discretion to deal with and work closely with the public, parishioners, staff and students in a courteous and patient manner, as well as the access to sensitive documents and information; being mindful of environmental health and safety; the ability to perform heavy physical labor; lift and carry 100 pounds; able to climb 15 foot ladder; operate and maintain grounds equipment effectively and safely; drive a car, light truck or maintenance equipment and maintain a valid Iowa driver's license. This position must attend or show proof of attendance of the diocesan required Virtus Training Session and maintain appropriate certification(s) for the operation, use and care of maintenance and safety equipment and materials. This position is viewed as one of the ministries of the Church and requires a general knowledge of Catholic or Christian principles. As an employee of Holy Trinity Catholic Church, employees should be mindful of wearing appropriate attire for heavy physical labor and having a well-groomed appearance.