

CAMPUS CUSTODIAN AND SNOW REMOVAL

Position Title: Campus Custodian and Snow Removal

Salary Range:

Status: Non-Exempt

Basic Objectives: To assist the Pastor and Business Manager in their direction of the parish. Ability to work a flexible schedule is required.

This position is inclusive of the 425, 450, 404, and 505 buildings, when needed.

- Empty trash containers and take trash to dumpsters.
- Sweep/mop floors and stairwells.
- Dust offices.
- Vacuum all carpet and entrance mats. Remove any spots.
- Shampoo carpets three times a year or as often as necessary.
- Clean all restrooms.
- Restock paper towel and toilet paper dispensers.
- Empty sanitary napkin containers.
- Empty diaper pails.
- Replace air freshener cartridge as needed.
- Clean windows.
- Clean and empty outside ashtrays.
- Clean Bride's Room and Vesting Room. Dust, wipe down counters and mirrors and empty trash.
- Dust and Vacuum confessionals.
- Altar and Choir loft – dust mop entire area, buff entire altar and choir loft, dust off piano and organ. Rewax as needed.
- Breakdown cardboard boxes and remove from offices and other areas.
- Assist in moving heavy boxes, etc.
- Set up and remove tables in gathering spaces when needed.
- Remove dead plants/flowers as directed.
- Vacuum and spot check upholstered chairs. Clean spots when necessary.
- Wipe down doors and kick plates.
- Wipe down outside surfaces on all doors.
- Dust heat vents.
- Clean and sanitize drinking fountains.
- Clean light fixtures and bulbs.
- Setup halls for special events and rentals. Setup classrooms/conference rooms as instructed.
- Clean kitchen and bar area counters, floors, sinks, cupboards, etc.
- Wash tables.
- Wipe down walls and remove cobwebs. Wipe down baseboards as needed.
- Keep janitorial rooms neat and stocked.

Campus Janitor

- Wipe electrical outlet and light switch plates.
- Use of proper cleaning supplies is required.
- Use of proper body mechanics and safety equipment is required when performing duties associated with this position.
- Forward list of supplies and equipment requests to Business Manager every Monday.
- Wipe seating benches and pews.
- Pick up trash on church property.
- Delime Hobart dishwasher monthly or as needed due to the hard water.
- Check Water Softener salt level weekly.
- Assist with snow and ice as needed and/or directed.
- Able to lift items inclusive of tables and chairs without restrictions.
- Assist Handyman when instructed by Business Manager.

Snow Removal

- Complete snow and ice removal from all sidewalks and approaches to buildings. This includes all buildings (316,317,404,425,450,505); also, 450 patio, all driveway entrances, the handicapped areas, the areas where snowplow can't clear properly around curbs, the islands (in front of all buildings). Contractors (which must have 4 wheel drive pickups) are to clean after 1 ½" of snow from the campus parking lots. The contractor must push the snow in the green belt areas and they can't push snow across city streets. Apply ice-melting compound with spreader. Keep ice melt in all entrances so it can be applied by the ushers, janitors, etc. Maintain snow remove/salt logs. (STJ)

General

Note any broken or malfunctioning equipment, doors, lights, etc. and report to Business Manager.

Accountability:

1. Business Manager

Follow directives of Pastor and Business Manager for any activities not specifically detailed here.

11/15/2024