

Sample Position Description

TITLE: Custodian

REPORTS TO: Maintenance Supervisor

POSITION SUMMARY

The Custodian provides coordinate janitorial services and provides set-up and cleaning services for evening or weekend activities in the congregation's facilities. This position requires frequent evening and/or weekend hours as well as frequent lifting, standing for long periods, and exposure to climate changes and temperatures.

PRINCIPAL ACCOUNTABILITIES

1. Cleans classrooms, hallways, washrooms, lavatories, rooms, drinking fountains, offices, cafeteria, gym, entrances, etc. on a daily basis.
2. Inspects and cleans walls for graffiti and markings, if necessary.
3. Performs light maintenance as directed by Maintenance Supervisor.
4. Checks outside buildings for damage, litter and/or conditions of general deteriorations.
5. Assists grounds persons on an "as needed" basis.
6. Performs scheduled monthly, semiannual, or annual janitorial duties—i.e., floor waxing, painting, windows washing, carpet cleaning, etc.—as directed by Maintenance Supervisor in accordance with the parish maintenance schedule.
7. Provides set-up and cleaning of facilities for evening or weekend activities as directed by Maintenance Supervisor on an "as needed" basis.

QUALIFICATIONS

1. Necessary janitorial skills
2. Ability to perform outlined tasks with minimum supervision.
3. Self-motivated.
4. General knowledge of janitorial supplies and their applications.
5. Some experience preferred.