

Complete Job Description:

Custodial Maintenance Associate

Status: Full-Time, Non-Exempt

Reports To: Facilities Manager / Director of Operations

Primary Function

The Custodial Maintenance Associate is responsible for custodial services, general maintenance, and preventative maintenance to ensure parish and school buildings, grounds, systems, and equipment remain safe, clean, operational, and well-maintained.

The Associate provides hands-on daily cleaning and upkeep; responds to maintenance, custodial, and service requests; maintains custodial and church supply inventories; and assists with church and school event set-up.

The Associate coordinates with vendors, staff, and parishioners on facility projects and requests, both large and small, including events, repairs, and cleaning services.

The Associate provides cross-campus support at multiple parish and school locations as needed.

Building, Grounds & General Maintenance

- Provide year-round upkeep of parish and school buildings and grounds, may include lawn care, debris and leaf removal, salting walkways, and snow removal as needed.
- May perform general building maintenance and repairs, including doors, windows, walls, flooring, ceilings, furniture, plumbing, electrical, carpentry, painting, restroom fixtures, drains, lighting, and other facility needs.
- Monitor HVAC, boiler, plumbing, electrical, and other building systems; troubleshoot common facility and equipment issues, perform routine preventative maintenance, and identify repair or service needs.
- Regularly inspect buildings and grounds for maintenance needs, safety concerns, and potential hazards.
- Monitor and assist with routine inspections of fire panels, fire extinguishers, emergency lighting, sprinkler systems, ADA accessibility, and other safety equipment and facility needs.
- Coordinate with vendors and contractors for service calls, inspections, repairs, and facility projects.
- Perform other duties as assigned.

Custodial Responsibilities

- Clean and maintain parish and school facilities, including classrooms, offices, restrooms, kitchens, meeting areas, cafeterias, worship spaces, and common areas.
- Perform routine custodial work, including restroom cleaning, floor care, sanitation, trash and recycling removal, and other cleaning needs.
- Maintain custodial equipment and supplies.

- Keep assigned offices, closets, workrooms, storage areas, and custodial areas clean, organized, and orderly.

Events & Facility Support

- Set up and tear down tables, chairs, equipment, and other items for parish and school meetings, events, liturgies, and activities.
- Move furniture, equipment, supplies, deliveries, and other items throughout parish and school facilities as needed.
- Coordinate facility and event needs with staff, parishioners, ministries, vendors, and outside service providers.

Work Orders & Preventative Maintenance

- Respond to maintenance, custodial, and service requests from parish and school staff, administration, and ministry leaders.
- Track preventative maintenance, repairs, inspections, service needs, and completed work.
- Identify significant repair or maintenance needs and report them to the Facilities Manager.
- Maintain tools and equipment in a clean, safe, and orderly condition.

Safety & Work Practices

- Follow applicable safety procedures when using ladders, lifts, machinery, tools, equipment, and cleaning products, including appropriate protective equipment.
- Read and follow product labels, and safety instructions.

Qualifications

- High school diploma or equivalent.
- General maintenance, custodial, facilities, or related experience is helpful.
- Ability to organize and prioritize multiple requests and responsibilities.
- Ability to respond to requests and complete assigned tasks in a timely manner.
- Ability to work independently and as part of a team.
- Effective communication and customer service skills when working with clergy, staff, parishioners, school personnel, vendors, and volunteers.
- Basic computer skills for email, maintenance requests, schedules, and recordkeeping.

Physical Requirements

- Ability to lift, carry, and move at least 50 pounds, including furniture, tables, equipment, supplies, and other materials.
- Ability to stand, walk, bend, and perform physical work for extended periods.
- Ability to safely use ladders, lifts, tools, machinery, and maintenance equipment.
- Ability to work indoors and outdoors year-round in varying weather conditions.

Working Schedule

- Full-time, year-round position.
- Flexibility is required for schedule adjustments based on parish, school, maintenance, or event needs.
- Some evening, weekend, emergency, or on-call availability may be required.

Driving / Background Requirements

- Valid driver's license and ability to travel between parish and school campuses as needed.
- Must successfully complete required background checks and parish/child-protection requirements of the Archdiocese of Cincinnati.

Catholic Faith-Based Organization

The Custodial Maintenance Associate must respect the Catholic identity and mission of the Family of Parishes and be willing to work within a Catholic faith-based environment. The Associate is expected to exhibit Christ-like behavior in all interactions with people and align with the parish culture to serve others.