

St. Thomas More Church
Custodial Worker
Job Description

Purpose This position performs custodial maintenance duties to ensure a clean and welcoming environment for our staff, students, parishioners, and visitors.

General Duties and Responsibilities

- Daily cleaning-sweeping, mopping, dusting, and cleaning surfaces in classrooms, offices, restrooms, hallways, cafeteria, church and other areas
- Clean windows, mirrors and other surfaces that require specific cleaning techniques
- Maintain and/or repair cleaning equipment, such as vacuums, floor scrubbers, and polishers
- Empty trash receptacles and dispose of trash properly.
- Event set-up and take-down; arranging furniture and setting up for assemblies, events, and activities.
- Ensure adequate supplies and equipment are available for cleaning and other tasks.
- Report maintenance issues, safety hazards, and other concerns to appropriate staff.
- Assist in maintenance of grounds and exterior of the building.
- Assist in snow removal and other emergency situations, as needed.
- Maintain a clean and safe environment.
- May perform other tasks as directed

Skills, Knowledge, and Abilities (SKA)

- Must have good interpersonal communication skills.
- Must have ability to organize and prioritize time.
- Must have ability to perform outlined tasks.
- Ability to lift and move heavy objects
- Some weekends may be required for special events
- Exposure to climate changes, uncomfortable temperatures and fumes
- Works with machinery and equipment requiring considerable caution
- Frequent lifting and standing

Education, Training and/or Experience

- Requires four years of high school or equivalent

Job Title: Custodial Worker

Reports to: Maintenance Supervisor

Location: St. Thomas More Church and School

Classification: Part-Time; Non-Exempt, 29 hrs/wk