

Custodian/Maintenance Worker

St. Monica Catholic Church

8421 West Montgomery Rd.
Houston, TX 77088-7116

Position Summary:

St. Monica Parish has an immediate opening for a Custodian/Maintenance Worker. The Custodian/Maintenance Worker is responsible for the cleanliness of parish facilities; performs some grounds and maintenance duties, assists in cleaning requirements, both indoor and outdoor; assists with lawn maintenance as needed. The Custodian/Maintenance Worker also helps to provide adequate maintenance and preventive maintenance on all parish equipment used, to extend the life and appearance of these items. The Custodian/Maintenance Worker reports to the Maintenance Manager.

Responsibilities:

- Maintain cleanliness of entire church, religious education building and parish hall.
- Dusting all surfaces; emptying trash cans and taking trash to dumpster; changing air filters and cleaning vents.
- Mopping and Waxing floors; vacuuming and shampooing carpet and rugs as needed.
- Maintaining a thorough inventory of cleaning supplies and ordering new supplies as needed.
- Assisting grounds keeper with mowing lawn as needed.
- Using equipment, commercial vacuums, floor buffers and carpet cleaners.
- The above does not exhaust duties. Other duties may be required from time to time through the immediate supervisor.

Qualifications:

- High school diploma or G.E.D. preferred but not required
- Must be 21 years of age or older.
- Has knowledge of procedures, practices, tools, and equipment used in custodial/maintenance work.

Must possess ability to:

- Work independently without direct supervision.
- Walk long distances around the parish; bend, stoop, squat and reach
- Make judgements related to emergency and safety matters.

Certificates, Clearance, Licenses

Valid Driver's License, CMG/ Safe Haven Training, Background check.

Interested candidates should contact : marilyn@stmonicahouston.com