

# **Part-time Custodian (weekends)**

## **Catholic Charismatic Center**

We are looking for a proactive, efficient church custodian who will be respectful for the religious and cultural beliefs of others. The Custodian will be responsible for opening and closing the building and assist with preparations for events, such as retreats, conferences, weddings or funerals. You will restock items, such as toilet paper, paper towels, and other supplies. You may be asked to make minor repairs, change light bulbs, vacuum, sweep, and scrub floors, sanitize surfaces as needed.

To be a successful church custodian, you should be observant, respectful, motivated, and committed to providing church members, visitors, and staff with a clean, orderly place to worship and congregate.

### **Church Custodian Responsibilities:**

- Opening the building and at the end closing and locking all rooms and making sure everyone has left building and parking lot.
- Opening rooms that have been reserved and upon arriving making sure A/C has been turned on in reserved rooms
- Maintaining clean church facilities by performing duties such as daily spot cleaning in all public areas of the building, including bathrooms, sanctuary, kitchens, and meeting rooms.
- Restocking items, such as toilet paper, paper towels, and other supplies in the restrooms and empty the trash.
- Assisting with event preparations and clean-up and throwing trash in the dumpster.
- Patrolling the parking lot, with the golf cart, during Sunday Mass.
- Working with other maintenance team members and church staff to ensure that all areas are cleaned and stocked with necessary items.
- Performing maintenance, such as changing light bulbs, and making minor repairs and reporting equipment that needs major repairs.
- Interacting with church staff and visitors in a respectful, positive manner.

### **Church Custodian Requirements:**

- High school diploma or equivalent.
- Bilingual – fluent in English and Spanish
- Custodial experience or training may be required.
- Understanding of cleaning techniques and safety procedures.
- Ability to lift up to 25 lbs and pass a background check.
- Strong communication, comprehension, and interpersonal skills.
- Flexibility to adjust their schedule to suit the needs of the church.
- Motivation to work independently or with others to provide thorough, efficient custodial services to the church.
- References from 3 prior jobs

Please submit resume and references to Skip Davey at [sdavey@cccgh.com](mailto:sdavey@cccgh.com) 713-236-9977