

Evening Custodian (Full-Time)

St. Cecilia Catholic Church

Primary Objectives:

The role of the full-time Evening Custodian is to be a self-motivated, professional who is able to attend our facilities with integrity and attention to detail. Custodians are responsible for general care, cleaning, and minor maintenance of the building, grounds, and equipment on campus.

* General Job Expectations

- Possess strong organizational, self-management, and problem-solving skills Good communication and the ability to follow instructions
- Have excellent housekeeping skills Ability to maintain confidentiality
- Ability to operate housekeeping / janitorial equipment Attention to detail and follow through on all their tasks Physical strength and stamina to work extended periods
- Excellent working knowledge of housekeeping/janitorial equipment Ability to work self-directed
- Must work effectively with and collaborate with the Facilities Foreman Flexible, optimistic approach and commitment to overcoming challenges Ability to work unsupervised and execute various tasks

* General Responsibilities

Attend certain committee and staff meetings as requested

Provide pick-up and delivery of mailings, supplies, furniture, must be able to lift 50 pounds

Set up table and chairs for various school & church functions

Monitor and let people in the exterior door, follow security guidelines

- Observe and report any issues, keep an eye out for vagrants or other misbehavior on property
- Unlock interior rooms and/or open closets as needed and lock when finished Double check set ups before events, set up tables and move furniture as needed. Lock up and turn off lights/equipment at the end of the evening.
- Make sure building is locked and lights are off when leaving Clean and disinfect bathrooms, common areas, and classrooms Sweep, mop, vacuum floors and wash windows
- Collect and dispose of trash
- Restock bathrooms and sanitization supplies

Employee will follow any other instructions and perform any other related duties as required by the Pastor or Facilities Manager. Interested candidates may email mayala@saintcecilia.org for more information.