

Part-Time Janitor

St. Patrick Catholic Church

Houston Texas

Summary:

The janitor is responsible for maintaining the cleanliness and orderliness of the parish facilities, including the church, parish office, Parish Hall, Borski, Walker and De George buildings, as well as the rectory. They perform a range of janitorial work, including sweeping, mopping, vacuuming, dusting, and trash removal to ensure proper sanitation. They have a keen eye for detail and perform their tasks safely. This position is Non-Exempt Part-Time. The expectation is that the employee works a maximum of 30 hours per work week. It is also understood that the hours will be set to serve the needs of the parish.

Job Duties:

- The custodian ensures spaces are prepared for the next day by taking trash out, tidying furniture and dusting surfaces.
- Sweep and mop floors and vacuum carpets
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g., soap, paper towels, toilet paper)
- Wipe mirrors and windows.
- Replace candles in church, as needed.
- Replenish bottled waters in sacristy.
- Wash linens (church/rectory).
- Unlocking and locking facilities as needed.

- Make the Facility Manager aware of any products that need to be purchased. (Maintain inventory)
- Report minor and major damages.
- Serves as member of parish staff.

Requirements and Qualifications:

- Safe Environment certification
- Knowledge of use and maintenance of cleaning equipment and appliances.

- Knowledge of safe disposal of chemical liquids and other hazardous components.
- Attention to detail and conscientiousness.
- Good physical condition and strength.

Physical Demands:

The physical demands are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made. The employee may occasionally lift and/or move up to 50 pounds. The work environment is a general office environment.

Interested candidates can submit resume to: Matthew@stpatrickcc.org

**The responsibilities listed above are representative of the position of the Custodian and are not all inclusive. The position includes other responsibilities identified as needed by the pastor.*