

DIOCESE OF SACRAMENTO JOB DESCRIPTION

PARISH: POSITION: Parish Custodian / Maintenance Worker CLASSIFICATION: Non-Exempt SCHEDULE:

SUPERVISOR: Pastor

ESSENTIAL FUNCTIONS:

Under the supervision of the pastor or his delegate, to perform routine cleaning and maintenance work in parish buildings and grounds.

Examples of Duties:

Sweep, vacuum, scrub, wax, or polish a variety of surfaces in and around the parish physical plant; maintain all internal and external electrical, plumbing, heating and air conditioning equipment; pick up refuse on grounds; wash, scrub and disinfect restrooms; empty and clean waste receptacles; move or rearrange chairs, tables, desks, furniture, and other equipment; replace light globes; make minor repairs; maintain equipment used in the course of work; report safety, sanitary and fire hazards; cut and trim grass and shrubs; cut, trim, and irrigate parish vegetation.

Minimum Qualifications:

Knowledge of: Modern cleaning and maintenance methods and use and care of cleaning materials and equipment.

Ability to: Use cleaning materials with skill and efficiency; perform heavy physical labor; lift and carry 100 pounds; follow a work schedule and oral and written directions; maintain confidentiality; work cooperatively with others.

Experience: None required.

Education: Eighth grade graduation or equivalent.