

PARISH: Church of the Assumption

POSITION TITLE: *Custodian*

NAME:

REPORTS TO: *Facilities Supervisor*

DATE:

GRADE:

I. POSITION PURPOSE

Provides cleaning and light maintenance for the parish buildings and grounds.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assures the gym and parish office are maintained in a clean and orderly manner.
- B. During the school year, cleans gym floor daily with specified mops and cleaners.
- C. During the school year, cleans gym bathrooms daily.
- D. Maintains parish office by vacuuming, mopping, cleaning bathrooms, dusting and emptying waste bins once per week.
- E. Maintains church building by vacuuming, mopping, cleaning & restocking bathrooms, dusting, cleaning glass on doors & windows, and emptying waste bins twice per week.
- F. Provides other general assistance as needed through setting up chairs and tables as requested, or moving items.
- G. Assures the proper collection and disposal of garbage.
- H. Provides other duties as assigned

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____