

PARISH: Church of the Assumption

POSITION TITLE: *Event Custodian*

NAME:

REPORTS TO: *Facilities Supervisor*

DATE:

GRADE:

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## **I. POSITION PURPOSE**

Provides setup, takedown, and cleaning and light maintenance for events. Also checks doors and locks in the evenings.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Assures the gym is maintained in a clean and orderly manner.
- B. Sets up and takes down tables and chairs for events.
- C. Cleans gym floor with specified mops and cleaners.
- D. Cleans gym bathrooms.
- E. Assures the proper collection and disposal of garbage.
- F. Assures all church, gym, and pastoral center doors are properly locked and lights turned off every evening after 8:00 pm.
- G. Provides other duties as assigned

### **APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_