

**ST. EDWARD'S PARISH
CUSTODIAN JOB DESCRIPTION**

2018

JOB TITLE: Parish Custodian

PRIMARY OBJECTIVE: The Parish Custodian will be the compensated staff member primarily responsible for cleaning the parish office and periodically assisting with Church cleaning; approximately 5 hours per week.

GENERAL/OVERALL RESPONSIBILITIES MAY INCLUDE:

1. Cleans:
 - a. **Parish Office:** Vacuum, mop hard floors, empty waste baskets, clean bathrooms and kitchen. Laundry and upstairs cleaning as directed.
 - b. **Church:** Vacuum rugs in Church proper, St. Mary's Room, St. Francis Room; general pickup/organizing of the meeting rooms and balcony; mop kitchen floor and spot clean counters as needed; empty trash in meeting rooms, Church Hall and kitchen, bathrooms.
 - c. **Additional Cleaning:** See *Parish Custodian Cleaning Schedule 2018*
2. Requests janitorial supplies through the Administrative Assistant.
3. Communicates concerns to the Pastor or Business Manager.
4. Maintain the work areas in clean and orderly fashion.
5. Performs other custodial related duties as required by the Pastor or Business Manager.
6. Respects the quiet of the worship, meeting, and learning environment when doing on the job cleaning.
7. Establish method of contact in emergency.

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