

Saint John Neumann Catholic Church

4030 Pilot Knob Road
Eagan, MN 55122
(651) 454-2079 FAX (651) 454-0860 www.sjn.org

POSITION DESCRIPTION

Date:	February 15, 2024
Position Title:	Custodian –
FLSA:	Non- Exempt
Reports To:	Maintenance Engineer
Direct Reports:	None
Provides Work Direction To:	None
Receives Work Direction From:	Maintenance Engineer Business Administrator, Pastor
Resource Person To:	Parishioners, Visitors

32 hours per week with benefits

Purpose of Position: Maintain the cleanliness and setup of parish facilities. Respond to requests from staff and parishioners regarding cleanliness and setups. Welcome and assist visitors with questions regarding location of meeting rooms, social hall, Chapel, classrooms, nursery, etc.

General Responsibilities * Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that can embarrass the church or give rise to scandal. This position does not require that the employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided.

Representative Responsibilities

- * Be present and ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- * Clean and restock all restrooms and staff kitchenette daily.
- * Clean building including sanctuary, sacristy, chapel, meeting rooms, nursery and preschool classrooms, hallways, offices, social hall kitchen and elevator as scheduled and/or needed.
- * Vacuum and shampoo carpeted areas and sweep/dust/mop hard floor surface areas.
- * Clean windows, walls, window sills, door class and door knobs as needed.
- * Clean entrances, entrance mats, common areas, stairwells, including sweeping, mopping, dusting and vacuuming as scheduled and/or needed.
- * Remove trash and recycling from all rooms as needed.

- * Shovel snow from entrances and sidewalks and apply salt as needed.
- * Pick up debris on grounds and parking lots and sweep sidewalks.
- * Water shrubs, flowers, and grass as needed.
- * Provide setups for special liturgies, funerals, weddings and other events.
- * Morning shift/ Evening shift is responsible for alarming/disarming the building security system.
- * Grounds keeping (mowing, weed wacker, weed removal, planting, sand/gravel application, tree removal, etc.)

Additional Responsibilities:

- * Report cleaning supply needs to Maintenance Engineer
- * Record work completed for each shift worked
- * Maintain floor care, carpet care and other cleaning equipment as needed
- * Communicate areas of concern to other maintenance staff and supervisor.
- * Other duties as assigned by Supervisor, Pastor, Business Administrator, or others in Lead roles of departments

Other Responsibilities

Includes responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of this position. More detailed listings of duties and tasks may be found in other supplemental documents.

The responsibilities marked with an “*” are essential functions of the position.

I have reviewed this job description and agree that it is representative of the responsibilities of my position. I understand that, as the organization’s needs change, my job description will change.

Employee’s signature _____ Date _____

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor’s signature _____ Date _____

Qualifications:

High school degree required

2+ years' experience in similar position

Working knowledge of equipment, including but not limited to: snow blower, power broom, lawnmower, small power tools, floor polisher, vacuum cleaners, etc.

Knowledge and respect of Catholic teaching

Basic knowledge of PC and multi-line telephone

Pass Archdiocese background check and complete VIRTUS

Successfully complete pre-employment physical

Mental Demands:

Work safely and adhere to Archdiocese safety requirements

Multi-task to accomplish projects

Work collaboratively with staff members in meeting goals and objectives

Communicate directly and follow proper channels of communication

Organize and prioritize workload to ensure established deadlines are met

Utilize good people and listening skills

Follow instructions and accomplish tasks in a timely manner

Take direction from supervisor

Be self-directed and work without supervision

Answer requests in a timely manner

Learn and implement new strategies

Make recommendations for improvement

Recognize and maintain appropriate levels of confidentiality

Maintain pleasant and professional manner in person and over the telephone

Perform job activities in a respectful, courteous and responsive manner

Physical Demands:

Work scheduled 32-40 hours per week

Work days, evenings or weekends as necessary, directed, assigned

Speak, see, hear and understand direction as provided

Lift and carry up to 40 pounds using appropriate lifting and carrying techniques

Move about the building quickly and easily

Operate equipment according to manufacturers' direction

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2+ years' experience in similar position

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